



## The Shield Award of Delta Gamma - Submission Instructions

### AWARD DESCRIPTION:

The Shield Award recognizes alumnae who have achieved unique and noteworthy distinctions through leadership and verifiable accomplishments in their chosen field of professional expertise. This chosen field represents career/professional accomplishments in areas such as the arts, education, non-profit management, civic or religious affairs, healthcare, business, etc.

The Fraternity Awards Committee relies on the nomination application and all aspects of the submission for evaluation purposes. A comprehensive presentation of a nomination is essential. Final selections are made by Fraternity Council.

### ELIGIBILITY REQUIREMENTS:

- A nominee should have achieved professional distinction in her field throughout her career
- A nominee's character and attitude are important considerations, including her interest in and collaboration with the Fraternity, but she need not have regularly participated in an alumnae group.
- Holding a prominent position does not alone fulfill the Shield Award criteria. The Awards Committee and Council will examine what the nominee has achieved through her position(s).
- A Shield Award may be granted to an alumna for a single career feat if a unique and measurable impact has been felt by her industry, community, or by the or (inter)nationally. Otherwise, the criteria listed above will be used to evaluate the nomination.
- A nominee's service:
  - does not include years of Fraternity employment (e.g., Collegiate Development Consultant, Executive Offices staff)
  - does not include collegiate honors or offices
  - does include professional or community activities unrelated to Delta Gamma
- Members of Council, the Foundation Board of Trustees, the Nominating Committee and the Fraternity Director: Awards are ineligible for nomination while in office

### PREPARING THE APPLICATION:

- Allow adequate time for contacting those who will write and submit letters of support and assembling the application. *Many groups start this process in the summer.*
- Letters of support from professional colleagues are the heart of this submission
  - It is helpful to provide letter writers with the Shield Award description, and inform them of the award confidentiality
  - Consider requesting photographs of the nominee at the same time as support letters

- View the [Comprehensive Individual Alumnae Award Winners](#) and [2020 & 2021 Individual Alumnae Award Recipients](#) documents in the Delta Gamma Library to determine which, if any, Delta Gamma awards the individual has received.
- If you are an alumnae group officer, you can access the dates and office of the nominee's Fraternity service in Anchorbase. Go to the menu and select Awards > Reports > Volunteer History of Alumnae Group Members. If you cannot access this report in Anchorbase, you can find a member's award and service history via the member search at [members.deltagamma.org](http://members.deltagamma.org). Once logged in, hover over the Directory tab and select Member Search. Search for the member you are looking for, and select See Profile in the results.

### ASSEMBLING THE APPLICATION:

- It may be helpful to compose the full submission information in a Word document that may be revisited and saved
- The online application may be accessed/completed via desktop, laptop and/or iPad devices
- It is recommended that nominators do not wait until the intended date of submission to access the online application for the first time
- Online applications do not have to be completed in one sitting. You may save and revisit your application until submission is complete.

### SUBMITTING THE APPLICATION:

- Applications may be submitted by any Delta Gamma member
- Applications must be submitted online through the [Google Form application](#)
- **The application deadline is 11:59 p.m. on November 15, 2021** (in the submitter's time zone). This is a firm deadline.

### REQUIRED MATERIALS AND INFORMATION:

- Nominee name (maiden and married, if applicable)
- Nominee's current alumnae chapter membership, if applicable
- Nominee's mailing address (street, city, state/ province, zip/postal code)
- Nominee's chapter and university of Initiation
- Nominee's Initiation year
- Any Delta Gamma individual alumnae awards (Cable, Anchor, Oxford, Shield and/or Rose) received and year(s) presented
- Status of 2021-2022 per capita dues payment and/or status as a 50 year member
- Date award will be presented
- Chronological information including specific dates (mm/yy-mm/yy) of all relevant professional activities, professional awards and honors and/or other noteworthy accomplishments (may upload a professional résumé, if available)
- Summary of why the nominee is qualified for the Shield Award (250-500 words suggested)
  - A high-level overview of how the nominee's accomplishments and leadership have permanently and positively impacted her career/business and the lives of others

- At least **five** letters of impact from Delta Gamma sisters (no minimum # of letters from Delta Gammas), relevant friends and professional or volunteer associates, must be submitted
  - Letters of impact help the members of the Awards Committee get to know the nominee on a more personal level.
  - Letters should demonstrate the nominee's impact to their professional field, including noteworthy accomplishments and outcomes. Nominators are encouraged to describe the specific ways this member's accomplishments and leadership have permanently and positively impacted her career/business and the lives of others
  - Most letters have three parts: an opening statement that identifies the relationship of the letter writer to the nominee, 1-2 middle paragraphs that demonstrate the impact of the member's service, and a closing statement.
- Any additional information, including additional recommendation letters, media coverage and other supporting documentation may be submitted

**Nominations are due by 11:59 p.m. (in the submitter's time zone) November 15, 2020.**  
Final selections are made by Fraternity Council.