

## **“HOLMEN VIKING ALUMNI AWARD”**

**Deadline: Nominations must be received by June 30<sup>th</sup> of the Award Year.**

### **“Holmen Viking Alumni Award Criteria”**

All Holmen High School alumni having graduated at least 5 years, living or deceased are eligible for nomination. Nominees do not have to currently reside in the Holmen School District.

**Nominations will be judged based on accomplishments in their respective communities. All nominations should include a general cover letter and a summary written in a six category format giving specific examples in a bullet type structure, if applicable, for each of the following categories.**

- **Community service activities**
- **Example of leadership**
- **Personal achievements**
- **Contributions to their school district**
- **Professional achievement**
- **Honorary awards and citations**

**(An example sample application is provided below)**

**Name of Nominee:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Education:** \_\_\_\_\_

**Nominator’s Name:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please send the cover application form and any support documentation to:

Holmen High School  
Holmen Viking Alumni Award  
1001 McHugh Road  
Holmen, WI 54636  
Attn: Mark Englerth, Activities Director

# **Example Application**

## **Cover Letter:**

This should be an introductory letter introducing the nominee to the Alumni Selection Committee. It should contain a general summary of the individual and personal information not included in the six category summary giving the committee a better feel for who the nominee is. The cover letter should be a maximum of one page.

## **Six Category Summaries of Community Service Activities**

### **Community service activities**

- Member/Officer of a local community group
  - First Responders (2010 – 2013)
- Church Activities
- Volunteer Organizations

### **Example of leadership**

- Leading an improvement project in the community
  - Lead park improvement project through the Lions group (2013)
- Organizing and starting a youth activity in the community
  - Boy Scout Leader (2008 – 2010)
- Chairing an organization
- Starting a business

### **Personal achievements**

- Education level
  - Holmen High (1983)
  - UWL (1987)
- Family
- Community recognitions
- Publications

### **Contributions to their school district**

- School board member / Booster Club Officer
- Parent groups
- Improvement projects for the district
- Volunteering to help students

### **Professional achievement**

- Accomplishments at the workplace
- Running a business
- Research accomplishments
- Presentations

### **Honorary awards and citations**

- Community awards
- Organization awards
- Military awards
- Workplace awards/recognitions

Providing detailed information with dates for all bullets will help the committee in their selection. Supplementary material beyond the cover letter and six category summary may also be included with the application.