

St. Mary's University

AWARD NOMINEE — APPROVAL FORM

Submit this form before contacting or notifying a nominee for a St. Mary's award, recognition or honor.

REQUESTING ENTITY (School, Center, Department, Organization)

Name: _____ Administrator: _____

PROPOSED AWARD or RECOGNITION NOMINEE

Provide rationale for the nominee, which should include information about the person's life and accomplishments that bear witness to the St. Mary's mission as a Catholic and Marianist University.

Name: _____

Title: _____

AWARD EVENT*

Name: _____

Date: _____

Is the event on the University's website calendar? **Yes No**

***IF A NEW AWARD – please refer to the policy for [“Establishing New Awards and Recognitions”](#) before submitting this form for approval.**

COMPLETE RESEARCH (for proposed speakers, dignitaries and award nominees)

In addition to providing the rationale, please complete research on the individual and provide documentation of your findings for the following:

- Information that could be considered inconsistent with our Catholic and Marianist identity **Yes No**
- Information that could be evidence of illegal activity **Yes No**
- Information that could cause publicity challenges for the University **Yes No**

If yes, please identify the potential challenge(s):

Approvals – (Dean, Provost or Vice President, and President):

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____