

MEMORANDUM

TO: Members of the Faculty and Staff

FROM: Jeri O. Cabot
Dean of Students

DATE: February 28, 2018

SUBJECT: **Nominations for Bishop Robert Smith Award 2018**

You are invited to nominate members of the graduating class of 2018 for the Bishop Robert Smith Award. This award is the highest honor a student can receive during his/her career at the College of Charleston. Recipients of the award are chosen on the basis of **demonstrated leadership** and **academic excellence**. The attached form, to be used in submitting your nomination, outlines the specific criteria to be evaluated by the selection committee. Please provide the most comprehensive description of your candidate's qualifications possible.

Please submit the completed nomination packet (nomination form and at least two letters of support) to my office (71 George Street/Stern Center/3rd Floor) as soon as possible, **but no later than Friday, March 26, 2018, 4:30 p.m.**

Thank you for the time and consideration you give this nomination. If you have any questions, please feel free to call me at 953-5522 or contact me by e-mail at cabotj@cofc.edu.

Attachment (1)

Bishop Robert Smith Award Nomination Form

NOMINEE: _____

(Please print full name)

NOMINEE'S STUDENT ID NUMBER: _____

Please return this form and at least two letters of support to the Office of the Dean of Students, 71 George Street/Stern Center/3rd Floor, no later than Friday, March 26, 2018, 4:30 p.m. You may use a separate sheet. The nominator may write one of the letters of support.

I. Please describe, as specifically as possible, the nominee's leadership roles in collegiate, co-curricular and extra-curricular activities from time of enrollment to the present. Indicate experiences such as officer positions, captain or other leadership roles on an athletic team, club/organization launch, creative projects, peer educator, campus initiative, etc. List ALL participation and leadership positions by year of service, for example, Student Government Association – Senator, 2016-2017; President, 2017-2018.

II. Describe any academic honors or achievements (e.g., scholarships, departmental honors, Phi Kappa Phi, Omicron Delta Kappa, etc.). See the College of Charleston *Undergraduate Catalog* for reference.

Nominator: _____ Signature: _____

(Please print)

Department: _____

Date: _____

This document contains personal information from a student's education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C., 123g) and may not be re-released without consent of the student or as otherwise permitted under FERPA regulations.