

**Livingstone College Alumni Affairs Presents  
Forty Under 40 Society- Gamma Cohort  
Nomination FAQs**

**Who can be nominated?**

Nominations may be made for any Alumnus under the age of 40 by October 19, 2023. Upon being nominated, the nominee will receive a link to complete their application. **The application must be completed to be selected for an award.**

**I received an email that I was nominated. Now what?**

In order to be considered for an award, nominees must fill out the full application process, which is linked in the nominations email.

**What all is required in my application?**

Applicants will be asked to submit a resume. Applicants will also have to fill out two short essays about their career/educational achievements and community involvement.

**How are applications scored? What are the judging criteria?**

Each application is scored by multiple judges using a rubric that weighs all application materials. Nominees are scored based on 50% for career/educational achievement and 50% for community involvement.

**Can I be nominated in more than one category?**

Yes. However, nominees can only be judged in one category which will be chosen by the nominee at the time of application.

**Does being nominated multiple times in one award year help my chances of winning?**

No. The number of nominations for an individual is not considered in selecting the winners. The judges will only consider one nomination per nominee.

**When is the deadline to submit a nomination?**

Nominations must be submitted by April 22<sup>nd</sup> at 11:59 p.m. EST. Once nominations are received, we will send applications to all selected finalists.

**When will finalists be announced?**

Finalists will be announced on June 22, 2023.

**What is the requirement of a finalist?**

All selected finalists are asked to raise a minimum of \$500 in support of a Livingstone College club, organization, or department. These funds can be raised by donating or purchasing an advertisement in our digital souvenir journal.

**Can I nominate more than one person?**

You can nominate as many people as you would like. And you can nominate colleagues, friends, family members, or someone you know through their work in the community if they have graduated from Livingstone College. It only takes one nomination to be considered. Multiple nominations do not increase the chances of a nominee being selected.

**Can I nominate a group or a pair of people as co-nominees?**

No.

**Will the nominees be told who nominated them?**

No. The nominees will be told that they were nominated and that they need to fill out a second form to complete the nomination, but we won't tell them who nominated them (but you can feel free to tell them yourself if you'd like).

**I received an e-mail saying I was nominated, what do I do now?**

Congratulations, someone has nominated you for *Livingstone College Forty Under 40*. We are implementing a two-step nomination process. To accept the nomination, you must fill out the nominee form by May 22, 2023, at 11:59 pm EST. The form includes questions about your career achievements, education, volunteering, and community work. Please highlight your work and volunteering experiences. The e-mail you received telling you that you were nominated includes a link to the nominee form. When you have completed the form, you should receive an e-mail confirming that it was received.

**Why do I have to complete the questionnaire if I was already nominated?**

Oftentimes, the person nominating an individual does not have enough information to give the selection panel a complete picture of the nominee's accomplishments. Therefore, we ask the nominee to report service, awards and accomplishments. When combined, information provided by both sources elevates the basic nomination to the standard of excellence to be selected.

**What will happen if I don't complete the nomination form?**

If you have been nominated but do not complete the nominee form you will not be eligible for the Forty Under 40 Society and your information will not be sent to our judges for consideration.

**How are the Forty Under 40 selected?**

We will receive nominations for the Livingstone College Forty Under 40, and from those nominations, our selections committee create a short list of nominees who have demonstrated the highest levels of achievement, whether in their career or community work. We also look for well-rounded candidates who have achieved high levels in both career and volunteer work.

The short list is sent to our judging panel, which consists of selected Alumni, Faculty and Staff. The panel goes through these nominations with a fine-toothed comb and debates the merits of the candidates, weighing their achievements until they find the Top Forty Under 40 for the year.

**What makes a nomination stand out from the pack?**

Our judges look for nominees who have achievements in areas of their field, which includes community work, so try to be as specific as possible when you are filling out the nomination or nominee completion form. Measurable achievements should be included and could include achievements such as increasing profits, awards from professional associations or other groups or completion of a project, but we know that many achievements aren't easily quantified or previously acknowledged, so give us as much detail as you can. The judges will also look for community and volunteer involvement that speaks to the nominee's willingness to help others as well as their commitment and contribution to their community and back to the university. Again, be as specific as possible.

**The form asks if I consent to being contacted for more information. Is signing up for these lists mandatory?**

The form asks if *the Office of Alumni Affairs* can contact you for a number of different things: for more information, to let you know when relevant professional, mentoring and social activities are coming up and to receive our newsletters.

**When will I find out if I have been selected as a Forty Under 40?**

Due to the high number of nominees, we are unable to contact all nominees to let them know the status of their nomination according to the deadline. Only those who are selected for this year's Forty Under 40 will be contacted.

**What happens if I have been selected?**

Congratulations! You will be contacted by the Livingstone College Forty Under 40 Selection Committee.

**If I am selected, can I be disqualified?**

Yes. If any of the information submitted in the nomination package is not accurate or changes, a nominee can be disqualified from consideration or from the induction class. Nominees can be disqualified and awards can be revoked if behavior demonstrated by the recipient reflects negatively against Livingstone College. This includes, but is not limited to, criminal charges, professional sanctions and unethical behavior.

