



**Ateneo de Manila University
Loyola Schools Awards for Leadership and Service**

NOMINATION FORM

TO BE FILLED UP BY NOMINATOR:

Part 1: Nomination

(Nominator should be a member of the LS Community)

Name of Nominee: _____

Category Nominated: _____

Name of Nominator: _____

In what capacity do you know the nominee?

LS Unit and designation (if LS Employee): _____

Year and Course (if student): _____

Contact information:
Landline _____ Mobile No. _____ Email _____

Signature of Nominator

Required Documents for Submission for ALL Categories	Specifications
1. Fully accomplished Nomination Form	Portions of the Nomination Form: 1. Nomination 2. Guide Questions 3. Endorsement 4. Conforme
2. Answers to guide questions	See second page for the corresponding set of questions for the award category and guidelines for answering the questions. The nominator's signature has to be affixed to this document.
3. Endorsement Letter (Required)	A letter from the endorser with a maximum of two pages, A4 bond paper, 1.5 spaced, times new roman, size 11 font, supporting the answers to the questionnaire and attesting to their accuracy and integrity. The Endorser's signature must be affixed on the same document.

Part 2: Guide Questions

Thoroughly answer the set of questions corresponding to the award category for which the project/student/group is nominated. Use a maximum of 2 pages, short bond paper, single spaced, Times New Roman, font size 11 and attach the document to the nomination form. The nominator's signature has to be affixed at the end of this document.

THE MOST OUTSTANDING PROJECT is awarded to a service-oriented project mounted by an individual college student or a college student group effecting significant positive changes within its sphere of influence.

Cite specific incidents and examples where the qualities and/or conditions sought below are manifested.

- A. Process
 - i. Were resources used efficiently in staging the project?
 - ii. Was there unwavering adherence to Ateneo principles and policies in the conduct of the project?
 - iii. Did the project strategically address the group's purpose and/or Ateneo's vision/mission?
- B. Outcome
 - i. How did the intended results/objectives of the project impact its target audience?
 - ii. What was the depth of impact on the organizers in terms of the learnings they gained?
 - iii. How are these gained learnings related to the group's purpose and/or Ateneo's vision/mission?

THE MOST OUTSTANDING INDIVIDUAL is given to a college student who has demonstrated exemplary involvement in non-academic groups or activities, actualizing a resolve to engage and positively contribute to the larger community within and beyond the Ateneo.

Cite specific incidents and examples where the qualities and/or conditions sought below are manifested.

- A. Process
 - i. Was there a balance of task-orientation and people-orientation in the nominee's working style?
 - ii. Was there good role modeling of Ateneo principles and values in the nominee which inspired and motivated others?
 - iii. Did the nominee have an empowering working style that invited and enabled others to participate and contribute to the task/s at hand?
- B. Outcome
 - i. How did individuals and/or sectors have benefited from the nominee's involvement/leadership?
 - ii. What was the quality of impact or benefit of the nominee's involvement/leadership?

THE MOST OUTSTANDING STUDENT GROUP is awarded to any college student group or organization that exemplifies excellence in thoughtfully organized projects and activities that have successfully and/or continuously contributed to the development of the larger community within which it exists or works, while resulting in a greater sense of civic responsibility among its members, significantly contributing to their formation as "leaders in society".

Cite specific incidents and examples where the qualities and/or conditions sought are manifested.

- A. Process
 - i. Did the group strategically and systematically pursue its vision and mission through well-designed developmental programs and activities for its members and for the larger community within which it exists or works?
 - ii. Did the group have unwavering adherence to Ateneo principles and policies in the conduct of its programs and activities?
 - iii. Did the group use its resources efficiently?
 - iv. Did the group promote and enable substantial involvement by a greater number of its members?
 - v. Did the group maintain a collaborative mode and/or promote collaboration within, as well as beyond the group?
- B. Outcome
 - i. What were the successfully implemented programs and activities which brought about the realization of the group's and/or the Ateneo's purpose/vision/mission?
 - ii. Did the target sectors of these programs and activities benefit as intended?
 - iii. Did the target sectors benefit in a manner that
 - a) brought about their greater inclusion in the larger community?
 - b) was empowering to them?
 - c) opened possibilities for longer term development and success?

TO BE FILLED UP BY ENDORSER:

Part 3: Endorsement

(Endorser may be a member of the LS Community or any relevant outsider knowledgeable of the nominee's practices of leadership and service.)

The endorser is **required** to submit a letter with a **maximum of 2 pages**, A4 bond paper, 1.5 spaced, Times New Roman, font size 11, supporting the answers to the questionnaire and attesting to their accuracy and integrity. The endorser's signature must be affixed on that document. Accomplish this portion of the form and attach the endorsement letter (with your signature) and return to the nominator for submission.

Name of Endorser: _____

In what capacity do you know the nominee?

LS Unit and designation (if LS Employee): _____

Year and Course (if student): _____

Contact information:

Landline _____ Mobile No. _____ Email _____

Did you submit an endorsement letter? Yes ___ No ___

Signature of Endorser

TO BE FILLED UP BY NOMINEE:

Part 4: Conformance

Name of Nominee: _____

Category Nominated: _____

Contact information:

Landline _____ Mobile No. _____ Email _____

I attest to the facts contained in this form and attached documents and give permission for these to be used for publication. I understand that I may be asked for further information by the organizers, if necessary. I understand that, if selected as one of the winners for the LS Awards, I will attend the recognition ceremonies. Furthermore, I give my consent that all facts in this form and attached documents may be independently verified as to their accuracy by the LS Awards organizers.

Signature of Nominee

RECEIPT ADSA COPY

(To be filled-up by ADSA Staff)

Submitted by: _____
Nominee: _____
Submitted on (Date and Time): _____
Received by (Name & Signature of ADSA Staff): _____
Documents submitted (check particular award and documents)

DOCUMENTS TO BE SUBMITTED BY THE NOMINATOR	Award*		
	MOP	MOI	MOSG
1. Fully-Accomplished Nomination Form			
2. Answers to guide questions with Nominator's Signature			
3. Endorsement letter with signature			

* MOP – Most Outstanding Project
MOI – Most Outstanding Individual
MOSG – Most Outstanding Student Group

Remarks: _____



RECEIPT

(To be filled-up by ADSA Staff)

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