



Alumnae
Association

CARONDELET HIGH SCHOOL

Alumnae Awards
(Alumnae, Mentor, Community Member, etc.)

Article I
History, Purpose, and Committee

Section 1. HISTORY

The Carondelet High School Alumnae Awards was established in 2003. It started with a single Alumna of the Year and grew to include a Mentor of the Year and a Young Alumna of the Year. Now, we want to reimagine how we honor Carondelet Alumnae, faculty, and loyal friends through these Awards. These honorees will be celebrated in a night of honor corresponding with the Hall of Fame Award Ceremony. The award will be presented to alumnae, faculty and staff, and loyal friends of Carondelet. Carondelet High School recognizes individuals who, in their own way, have contributed to the school community and have lived by the ideals of the Carondelet Sisters of St. Joseph. The Night of Honor-Hall of Fame Awards Dinner pays tribute to those individuals who have brought distinction to Carondelet through loyalty, service, and generosity to the school; outstanding professional achievement; and service to their church or local community. Alumnae, faculty, and loyal friends of Carondelet may be nominated as honorees.

Section 2. PURPOSE

Carondelet's greatest assets are its people—the alumnae, students, faculty, staff, and friends who have continued our school's legacy of heart, faith, courage, and excellence. Together, our community recognizes alumnae and mentors for their impact on the world and for their accomplishments and leadership in their professional or vocational fields. The Carondelet High School awards are presented to alumnae, mentors, and friends whose values and accomplishments are consistent with the mission, core values, and ideals of the Sisters of St. Joseph of Carondelet, the founders of Carondelet High School.

Section 3. COMMITTEE

The high school's current Alumnae Engagement Manager will form the Lights of Honor Selection Committee. The Selection Committee will consist of either seven or nine alumnae and/or current Carondelet High School Partners in Mission (Faculty and Staff members) who represent and bridge decades of the school's history from its founding to the present and may include any former inductees.

The Alumnae Awards Selection Committee will meet at least three times or as necessary.

Article 2 Criteria and Process

Section 1. CRITERIA FOR NOMINATION - ALUMNAE

- Alumnae nominees include former Carondelet students who meet the outlined criteria and who have continued contributing to the world and/or school community through living by the ideals of the Carondelet Sisters of St. Joseph.
- Alumnae who remain in good standing with Carondelet High School become eligible for admission after their graduation from Carondelet High School.
- Alumnae who attended Carondelet for at least one year but graduated from another school are eligible for discussion if they remain in good standing with Carondelet High School.
- Alumnae who transfer in and graduate from Carondelet after at least one year and remain in good standing with the high school are eligible for discussion.
- From time to time certain individuals shall be nominated for posthumous induction and in that event, the time limitations shall be waived.

Section 2. CRITERIA FOR NOMINATION - MENTORS

- Mentor nominees include current and former Carondelet Faculty and staff who meet the outlined criteria and who contribute to the school community through living by the ideals of the Carondelet Sisters of St. Joseph
- Carondelet faculty and staff become eligible for admission after five (5) years of consecutive service to the school.
- Faculty and staff who worked at Carondelet and leave in good standing with the school are eligible.
- From time to time certain individuals shall be nominated for posthumous induction and in that event, the time limitations shall be waived.

Section 3. CRITERIA FOR NOMINATION - FRIENDS OF CARONDELET

Revised September 2022

- Friends of Carondelet include members of the Carondelet community apart from students, faculty, staff, and alumnae.
- Members of the Carondelet community including families of alumnae and current students can be eligible for recognition in specific circumstances.
- This could also include Carondelet Sisters of St. Joseph, sponsors who make Carondelet possible, volunteers, etc.
- Carondelet High School recognizes individuals who, in their own way, have contributed to the school community and have lived by the ideals of the Carondelet Sisters of St. Joseph.
- From time to time certain individuals shall be nominated for posthumous induction and in that event, certain limitations can be waived.

Section 2. CRITERIA FOR CONSIDERATION

- Candidates demonstrate high energy and enthusiasm in supporting all school-related activities, events, and initiatives. Possessing a strong sense of pride in their alma mater, their vitality and school spirit generate an inspiring atmosphere for others.
- Candidates represent leadership, character, service, spirit, and faith. They strive to include others, are dedicated to their responsibilities, and demonstrate a true passion for their community. With a strong sense of duty and determination, they work well with others, take on difficult tasks, and represent what it means to be “selfless.”
- Candidates demonstrate the highest standards of honesty, reliability, and ethical principles. They exemplify cheerfulness, friendliness, and poise. They are caring and respectful toward others and put others first be that in their professional or personal life. They are working to make the world a better place.
- Candidates demonstrate high achievement in their field and interact professionally with excellence and strength. They exude pride in their work and find opportunities to mentor and create opportunities for those around them to rise as well.

NOMINATION AND SELECTION PROCESS

- The Alumnae Awards Committee will consist of five (5), seven (7), or nine (9) voting members and one (1) chairperson. The chairperson is ineligible to vote.
- Nominees to the Hall of Fame can be made by alumnae, families of alumnae, and community members excluding current students; however, self and anonymous nominations will not be considered.
- To be eligible, nominations must be submitted by January 13 of the award year.
- The Awards Committee will select (3-5) nominees for induction which they will send to the Alumnae Board for approval.

- The Award recipients will be honored during the Night of Honor-Hall of Fame Awards Dinner.
- The Alumnae Engagement Manager is responsible for providing committee members with all nominations.
- At the selection meeting, the Awards Committee members present will vote, ranking each of their selections in descending numerical order, with the top selection ranked No. 1, the second choice ranked No. 2, and so forth.
- Should an Awards Committee member be nominated, then that individual will be required to abstain from voting, and a member of the Leadership Committee will replace that individual as a voting member in that particular year.
- Nominees receiving the lowest total score based on the aforementioned ranking formula will be selected for induction.
- Inductees shall be notified by February each year.
- All inductees are subject to the approval of the Alumnae Board and President of Carondelet High School.
- Nominees on the ballot and not inducted will automatically carry over for three years with any new nominees.

Article 3 Awards and Ceremony

Section 1. ALUMNAE OF HONOR CEREMONY

- Award recipients will be introduced annually at the Carondelet Homecoming Game and parade evening.
- A Formal Induction Ceremony will occur annually on the Sunday of Homecoming weekend.
- The ceremony will also feature other Hall of Fame Award recipients.
- The Alumnae Engagement Manager will oversee the planning of the ceremony. All Committee members and Alumnae Board Representatives are welcome to assist.
- Each inductee must attend the Hall of Fame ceremony. If the inductee is deceased, a representative must attend the ceremony. In the case of an emergency or other hardship, which precludes the inductee or representative from attendance, the Alumnae Award Committee will make the appropriate decision regarding induction.
- On the evening of the induction, new members and award winners are guests of honor at the induction dinner.
- New members are presented with an Alumnae Award memento and their names will be listed online and on the Alumnae Award List which will change each year based on

inductees, but will be memorialized online and in a more permanent location in the Convent (TBD).

Section 2. OTHER RECOGNITION AND ACKNOWLEDGMENTS

- Award recipients will be invited to the annual Welcome to the Sisterhood mass in August or St. Joseph's Day Mass of the following year and formally acknowledged there as well.
- A public acknowledgment and announcement will be printed in the Annual *Carondeletter*, in the Alumnae eNews, the Alumnae Family Quarterly eNews, via social media, and other opportunities.