

Official Nomination Form

National
Eagle
Leadership
Institute

NELI Discovers Leaders

RECOGNITION

RECRUITMENT

RETENTION



The Eagle Award

NELI is proud to present the annual CareerFOCUS Eagle Awards in honor of the nation's top-notch culturally diverse professionals. Eagle Award winners represent a league of professionals who exceedingly go beyond the call-of-duty to achieve success in both their career and community involvements. This year's honorees will be no exception. CareerFOCUS Magazine will feature each winner and his/her nominating company in a special upcoming edition. NELI and CareerFOCUS will salute the honorees at a spectacular black-tie Gala this fall, in collaboration with the Institute's annual Leadership Summit.

Instructions

Complete the following questionnaire as completely as possible using additional sheets when necessary. Type your responses and clearly specify the number of the question you are addressing. Be sure to include your full name and daytime telephone number at the top of each page submitted. Keep in mind that the information provided will help us better understand the reasons for your well-deserved nomination, as it will be the only means of evaluation. **All nomination forms must be accompanied by a professional quality photograph of the nominee.**

Nominations must be submitted by a member of your company's top executive management team. The nominee should complete all information except areas marked Nominator's Statement. **Completed official nomination form and all supporting materials should be returned in one packet and must reach the offices of NELI by the posted deadline.** Incomplete nomination forms will not be considered. GOOD LUCK!

Nominee's Statement

Background Information

Nominee's Name: _____

Current Position/Title: _____ # of years held: _____

Company/Organization Name: _____

Business Address: _____

City & State/Zip: _____

Business Phone: () _____

Fax: () _____

E-mail Address: _____

Core Business Conducted/Products or Services Produced: _____

Your Current Responsibilities: _____

Home Address: _____

City & State/Zip: _____

Home Phone: () _____

Birthplace (City & State): _____

Birth Date: _____

Education: (degree(s) earned, year(s) & name of granting institution): _____

Honors & Awards _____

Nominee's Profile Questionnaire

Answer all questions and return completed form along with supporting materials to NELL by the posted deadline. Use additional sheets. The completeness and depth of your answers is critical in the judges' evaluation.

Career Profile

1. Describe how your current responsibilities impact your company's core business.
2. What new skills or proficiencies have you acquired within the past year to keep you abreast and competitive in the face of new trends within your industry or profession?
3. In terms of numbers, how many individuals and budgetary dollars do you manage?
4. Describe your current involvement in company sponsored activities and professional affiliations; list awards and other recognition received through company related efforts.
5. Describe in detail any activity or situation related to your current position in which you have gone beyond the call-of-duty to assure success of the project.
6. What would you characterize as your professional "Key to Success?"
7. What or who inspired you to choose your career field? Explain.
8. What significant obstacles have you faced in your career development? Explain.
9. What impact has your presence made toward the success of your company and the people around you?

Community Service

10. List organizations (civic, community, political, ethnic, religious, social) in which you are actively involved. Briefly describe your affiliation, and list any awards & recognition received through your volunteer efforts.
11. In what community activity or situation did you go beyond the call-of-duty to assure success of the project?

Personal Profile

12. What would you consider the most significant personal event of your lifetime? Explain.
13. Describe any personal challenge or life-changing adversity, and how you triumphed over it.
14. Tell us about a humorous experience in our childhood, youth, or as an adult.
15. What do you believe your life's purpose to be?
16. Outside of work, what is your greatest passion? What keeps you grounded?
17. Describe a situation in which you took a stand that was against popular opinion.
18. How does your personal life help shape your business philosophy?

Company/Organization Profile

19. What is your company's mission statement? Describe how it translates to its core business, primary market, and employees.
20. Describe how your company promotes diversity for its professionals. Describe in detail specific programs currently in place to promote leadership development, community outreach, and mentoring.

Nominee's Authorized Signature

If selected as a CareerFOCUS Eagle Award winner, I agree to an appointment to the Eagle Roundtable—NELL's distinguished body of alumni Eagle Award honorees. I understand that my appointment includes involvement in a class project to be implemented by the Eagle Award winners in my class year. My class will select its project topic during this year's Eagle Roundtable Forum in collaboration with the Eagle Awards Gala. Our project report is due next fall during the annual Eagle Awards programming.

I agree that I have answered the questions within my application firsthand, and the contents are accurate and complete. If I am selected as a CareerFOCUS Eagle Award winner, I hereby authorize the usage of my name, my company's name, professional headshot, video/audio recordings, and published profile for promotional use in connection with the Eagle Award and NELL. Submissions will not be returned.

If selected, I understand that I will be featured in this year's commemorative Eagle Award edition of CareerFOCUS Magazine. I understand that my profile will be written by CareerFOCUS using only the data and narrative content provided within my nomination materials. I understand that the information provided in my nomination may become public knowledge as it is read in CareerFOCUS Magazine and that I/my company will not have the opportunity to review content prior to publication.

If selected as an Eagle Award winner, I agree to pay one-time initiation dues of \$2,500. This fee will cover my first year's Eagle Roundtable membership dues and support my participation in the Eagle class project. My initiation dues will be invoiced following my receipt of the Eagle Award. Following my class project year, I agree to pay my second year dues in the amount of \$1,000. In all subsequent years, I agree to pay the annual dues for as long as I wish to continue my membership benefits. I understand that dues are separate and apart from my company's corporate sponsorship.

Nominee's Signature _____ Date: _____

(required for nomination to be considered)

Nominator's Statement

Nominator's Name: _____
Current Position/Title: _____
Company/Organization Name: _____
Business Address: _____
City & State/Zip: _____
Business Phone: () _____
Fax: () _____
E-mail Address: _____

1. In what capacity are you affiliated with your company's nominee, and why do you believe this person deserves to be an Eagle Award winner? Please respond on company letterhead, and attach to nomination form.
2. If selected as an Eagle Award winner, your nominee will be appointed to NELI's Eagle Roundtable, thereby becoming a national representative of both NELI and your company. Is your company prepared to support your nominee's dues and full participation in NELI's three-day Leadership Summit and Eagle Awards program? yes no
3. If your company's nominee is selected as an Eagle Award winner, is your company willing to send representatives to attend the Eagle Awards gala along with your honoree? yes no
4. If your nominee is selected as an Eagle Award winner, NELI will ask your company to submit a video tape recording in which both the nominator and the awardee may be asked to discuss leadership and describe your company's commitment to diversity. Do you agree to facilitate your company's production and submission of this video? yes no
5. Is your company currently under agreement for a merger or acquisition? Do you anticipate such an agreement within the next eight (8) months? yes no

Nominator's Authorized Signature

To the best of my knowledge, the information provided herein is true and complete.

Nominator's Signature _____ Date: _____
(Required for nomination to be considered)

Corporate Liaison

This person will serve as an alternate contact for NELI. He or she should be in direct contact with both the nominee and the nominator, and have knowledge of your company's involvement in the Eagle Award nomination process.

Corporate Liaison's Name: _____
Current Position/Title: _____
Company/Organization Name: _____
Business Address: _____
City & State/Zip: _____
Business Phone: () _____
Fax: () _____
E-mail Address: _____



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Nomination Criteria

Frequently Asked Questions

What is the National Eagle Leadership Institute®?

NELI is a premier leadership development resource for African-American and Latino professionals and college students. NELI was launched in 1995 in response to corporate America's increasing focus on leadership and diversity in the workplace. We offer recognition, recruitment, and retention strategies to facilitate the success of culturally diverse professionals and the companies that support them. To learn more, please visit www.NELI.net.

Why did CareerFOCUS Magazine launch the CareerFOCUS Eagle Award?

The primary objective of the CareerFOCUS Eagle Awards Gala is to celebrate executive leadership that inspires. CareerFOCUS Magazine, "*The Magazine for Today's Professional Lifestyles*", was established in 1988 as a leading source of information and inspiration for culturally diverse professionals in corporate America. CareerFOCUS' mission is to mentor professionals who champion extraordinary business results and practice a higher standard of leadership. At the same time, CareerFOCUS is a resource for employers who wish to recognize, recruit, and retain their best talent.

Since recognition is such an important part of one's success, CareerFOCUS Magazine launched the CareerFOCUS Eagle Award in 1993, to salute professionals like those who grace its pages—men and women whose records of performance inspire others to reach higher standards of leadership. The mission of CareerFOCUS Magazine and its namesake award are one in the same.

How do past participants describe the experience?

Recipients of the CareerFOCUS Eagle Award have compared the Gala experience to the Academy Awards. The Gala is a red-carpet, black-tie affair, where the award recipients are made to feel exceptionally special. The experience includes an opportunity to enhance personal leadership strategies through a series of seminars presented the day before the Gala, a full-page profile published in CareerFOCUS Magazine, and most important, the privilege to connect with like-minded professionals who have also received the Eagle Award. According to recipients, the most valuable part of receiving this award is the instant network and the opportunity to mentor others.

The CareerFOCUS Eagle Award is more than an award. It's an opportunity to do good while doing well, to develop a life-long, executive network, and to affect strategic changes in corporate leadership and diversity.

Who can be nominated for the CareerFOCUS Eagle Award?

Nominees must be African-American or Hispanic/Latino professionals. They must demonstrate consistent leadership achievement in their career and community involvement. Anyone who has made an outstanding contribution to his or her company while upholding the highest degree of ethical standards, is eligible for nomination. Nominee's should have worked in their career-field for at least two consecutive years, and anticipate continued professional development within their nominating company/organization.

What position or title characterizes most Eagle Award nominees?

Nominees generate from a wide spectrum of disciplines and industries. Often, one's title depends on the company's internal hierarchy or flow chart. Our judges note that a director in one company may have the same responsibilities as a vice president in another company. Most nominees are vice presidents. Many are executive vice presidents or partners, while still others are general managers or directors. Apart from one's title, your nominee should be accountable for individuals, projects, and an annual budget, and positively impact your company's bottom line and core business.

Who typically submits the nomination on their company's behalf?

Nominations are typically submitted by one's chairman, CEO, president, or the like. The nominator should be a top management executive within your company, having authority to sanction your company's involvement in this program, and be familiar with the candidate's leadership achievements and merits for nomination.

How many nominations can my company submit?

One. NELI will only consider one nomination per company per year.

How many nominations does the Institute evaluate each year?

The number varies. This year we expect about 150 nominations.

How many winners are selected each year?

The number depends on the quantity of nominations received. Past years have varied from 7 to 30 winners at once. However, the number is limited to preserve the integrity of the award.

Who evaluates the nominations?

NELI screens all nominations before sending them to the selection committee. The screening process includes eliminating disqualified nominations. The final review is completed by the Eagle Award selection committee, comprised of NELI's Eagle Roundtable—all of whom are past Eagle Award recipients.

What does the selection committee look for in their evaluation?

Judges seek evidence of unsurpassed corporate leadership balanced with a strong personal commitment to community service. Evidence of high integrity is heavily weighed. Also, nominees who have triumphed over adversity—and are willing to share their stories as motivational tools for others—make impressive candidates.

When can the nominee expect to hear from NELI regarding selection?

NELI will send written notification to each nominee and their nominating company 30 days after the submission deadline. In the event that additional time is required for the evaluation process, NELI will make prior contact.

Can we resubmit a nomination for a candidate who did not receive the award in a previous year?

Yes, as long as your nominee meets the basic criteria, and was not disqualified for any reason.

What constitutes disqualification?

NELI primarily serves the African-American and Hispanic/Latino communities. So any candidate not meeting the ethnic criteria is automatically disqualified. Incomplete nomination forms are also grounds for disqualification. Other common disqualifications include, nominations mailed past the deadline, self-nominations, nominations from retired or unemployed persons, nominations without proper signatures, and nominations without an official letter of recommendation. NELI reserves the right to refuse nominations on any grounds.

Does it cost my company to nominate?

No. There is no nomination fee. However, your company must be willing to incur costs if your nominee is selected. Such costs include class project dues, Eagle Roundtable dues and:

Video Production: NELI will ask your company to produce and submit video footage of the Eagle Award winner, and possibly the nominator, for use during the awards presentation.

Program Participation Fees: NELI does not offer payment provisions for program attendance. Each nominating company is financially responsible for their honoree's transportation and hotel accommodations for the Eagle Awards gala and leadership programs. Costs incurred by additional guests, including the conference registration fee, is the responsibility of the nominee or his/her company.

Sponsorship: Your company will have the opportunity to sponsor the Eagle Awards Gala. Customized investment options range from a table sponsorship to Leadership Summit underwriting. For sponsorship details, please contact N. Michelle Paige at 913.317.2888.

What time and attendance commitment is required for the honoree?

All Eagle Award winners must be present to receive the award. Please carefully consider the scheduled dates for this program before submitting your nomination. Eagle Award winners must also attend other NELI sponsored activities during this time frame including, NELI's Executive Leadership Exchange and Eagle Roundtable Forum in conjunction with receiving the Eagle Award. These programs occur during the same timeframe as the Eagle Awards Gala and typically require the honoree's attendance for 3 to 4 consecutive days.

What is the attire during the program?

The CareerFOCUS Eagle Awards Gala is strictly a black-tie affair. Tuxedos and cocktail gowns are most appropriate. We request business attire during NELI's Leadership Summit.

What does the class project involve?

Each class of Eagle Award winners collaborates as a team to bring about a class project. The results of that project inspire compelling discussion or activity for the annual Eagle Roundtable Forum, as well as an in-depth article featured in CareerFOCUS Magazine. Each project is different, but all speak to leadership in a unique way that positively influences corporate, professional, and/or student leaders.

How often does the class meet?

NELI schedules two face-to-face class meetings in which to plan the class project. The first is during the Eagle Awards Gala timeframe—at which the project and class leadership is selected. The second is during the summer months. Additional meetings (typically, via conference call) are scheduled by the class on an as needed basis.

How does one become a member of NELI?

Most professionals join NELI by subscribing to CareerFOCUS Magazine—the Institute's programming and promotional partner. A subscription to FOCUS equals a general professional or student membership in NELI. Other membership categories include *corporate membership* (activated through a corporate partnership with NELI), *college/university membership* (those institutions that participate in NELI's Corporate Bound Academy™), and *Eagle Roundtable membership* (reserved for Eagle Award winners). All Eagle Award winners are automatically appointed to the Eagle Roundtable after accepting the Eagle Award.

Is NELI affiliated with any other not-for-profit organization?

No. NELI operates autonomously, with support from corporate partners. Occasionally, the Institute will partner with other professional organizations in the presentation of smaller events.

How can I learn more about CareerFOCUS Magazine?

We invite you to visit www.careerfocusmagazine.com.

May we submit our nomination online?

Yes. To access the online Eagle Award nomination form, visit us at www.NELI.net.