

APPLICATION INSTRUCTIONS  
**CALS ALUMNI AND FRIENDS AWARD OF DISTINCTION**

The CALS Alumni and Friends Award of Distinction is presented to UF/CALS alumni or friends in recognition of their outstanding contributions to UF, IFAS, CALS and the agricultural, natural resource, life science and related industries and professions. A list of previous recipients may be found at <http://cals.ufl.edu/alumni-friends/awards.php>.

Selection will be based on the following:

- 25 percent on service to industry and profession,
- 40 percent on service to UF/IFAS/CALS,
- 25 percent on community service, and
- 10 percent on professional recognitions, honors and memberships.

**Only the information provided in the application packet will be used for evaluation.** Application materials for those not selected will be retained and considered for three years.

**Applications must be received in 2020 McCarty Hall D no later than 5 pm EST on Feb. 1.**

Information should be typed and structured as follows:

**A. Applicant's Personal Information**

1. Full name
2. Preferred name
3. Spouse's name (if applicable)
4. Mailing address
5. Phone number
6. E-mail address
7. Date of birth

**B. Nominator's Personal Information (Only applicable if you are submitting a completed application on someone else's behalf)**

1. Full name
2. Preferred name
4. Mailing address
5. Phone number
6. E-mail address

**C. General Background Information (use resume format)**

1. Education  
Institution(s) and dates attended, degree(s) earned and major(s)
2. Employment  
List organization, institution or firm, dates, and positions held
3. Organizational memberships, including professional societies  
List office(s) held with dates

**C. General Background Information (continued)**

4. Committee assignments and other professional appointments
5. Civic engagement and community service  
Include involvement with civic, religious and other community-based organizations
6. Service to the University of Florida  
List any involvement with UF, IFAS, CALS, or research and education centers. This could include service on a committee, volunteering, financial support, participation in research, etc.
7. Honors, awards, citations and other recognition of a meritorious nature

**Using a separate page for each of the following, please include:**

- I. Briefly state why you believe you should be recognized and outline your major contribution(s) to the agricultural, natural resource, life science and/or related industries, UF, and IFAS/CALS (limited to 400 words).
- II. Biographical sketch not to exceed one page, double spaced
- III. Additional information: This item, not to exceed 400 words, should be used to highlight items that do not properly fit into other sections of this outline.
- IV. Please attach as many as three letters of recommendation.

**Send completed application to:**

CALS Alumni and Friends  
Attn: Award of Distinction  
P.O. Box 110270  
Gainesville, FL 32611-0270  
Fax: 352-392-8988  
alumni@cals.ufl.edu

Questions? Contact Cathy Carr, CALS Director of Alumni & Career Services, 352-392-1963, [hcarr@ufl.edu](mailto:hcarr@ufl.edu).