STUDENT OF THE MONTH
PROCESS AND CHECKLIST

Below is the Student of the Month Process and Checklist to ensure an effective and memorable experience for the students.

Due Dates: See [Deadlines and Rotation Schedule](#) on Board of Trustees website

**COLLEGE RESPONSIBILITIES**

- Advertise and solicit nominations – on-going.
- Reviews applications and selects recipient.
- Confirms that recipient meets requirements (enrolled for 6 hours or more; be in good standing with the Colleges; have a minimum 3.0 GPA; have completed a minimum of 15 hours).
- Send recipient congratulatory letter with confirmation of Board meeting date and time. Ask the recipient to write a Thank You letter to Mr. Tino Duran. Please encourage the student to prepare a few remarks to be made at the Board meeting, including thanking the donor (La Prensa). If the student is unable to attend the Board meeting, contact Sandra T. Mora (smora@alamo.edu).
- Send the Thank You letter to Anna Rangel, Scholarship Coordinator, arangel@alamo.edu.
- Send email to employees listed below with nomination form and brief biography to include recipient’s name, major, GPA, college represented, and the month.
  - Gloria Gonzales, Chancellor’s Office, ggonzales2@alamo.edu - orders plaque and requests a check.
  - Sandra T. Mora, Board Liaison, smora@alamo.edu - adds to Board Meeting Agenda
  - Mario Muniz, District Director of Public Relations, mmuniz46@alamo.edu – adds to website.
  - Anna Rangel; Scholarship Coordinator, arangel@alamo.edu contacts Donor and mails student’s thank you letter to donor
- Notify College President of recipient; determine who will make presentation at Board meeting (President or Vice President?).

**Board Meeting Presentation**

- The College President and the recipient should plan to meet at the Killen Center Foyer no later than 5:40pm on the evening of the board meeting for a photo with the Board Chair, Chancellor, College president, and donor. Adriana Contreras will coordinate the Picture Session. If student is unable to attend, contact Sandra Mora.
- Board Liaison will have check and plaque at podium. A congratulatory letter from the Chancellor’s Office will be included with the check, with a request for the student to write a thank you letter to La Prensa.
- Chancellor introduces the college representative at the Student of the Month segment of the meeting.
- College representative makes presentation (possibly read narrative and introduce nominator), introduces student, presents student with plaque and check, and invites student to say a few words.
- Recipient speaks if he or she chooses to do so.
- After speaking or after the award has been given, student is invited to shake hands with each trustee. The student is welcome to stay for the remainder of the meeting or can leave following the presentation.

08.3.12