

## **Apollo Standards**

### *Award Standards*

#### **Award Nomination**

Step 1: Add relationship of Nominee/Nominator between the nominator/nominee

Step 2: Add detail of nomination to record of nominee

Summary: Nomination: [Award]

Status: Completed

Category: Alumni

Subcategory: Information

Owner: [Coordinator of the program]

Contact Method: Task/Other

Expected Date: Submission Date

Actual Date: Submission Date

Comments: Text of nomination

Make sure you have question and answer

Participant: Nominator

#### **Award Winner(s)**

Add Attribute

Category: Award

Value: Name of Award

Start Date: Date Awarded

End Date: Blank

Comment: Awarded at [event name]. [Award Criteria stated simply as there is a 250 Character limit]

#### **Data List for Award Winners**

Subtab under Documentation and Interactions

Title: Awards

## **Revision History**

Adopted: May 12, 2020

Revised: June 9, 2020