

## NOMINATION FORM FOR SIGMA GAMMA TAU ANNUAL UNDERGRADUATE AWARDS

**DEADLINE FOR RECEIVING NOMINATION (unsigned version): 5pm (central time) on Monday, 26 Feb 2024**

**DEADLINE FOR RECEIVING SIGNED FORM, TRANSCRIPT, & CERTIFICATE: 5pm (central) Monday, 4 Mar 2024**

**(Important: deadline dates are adjusted each year to correspond to last Monday in February & first Monday in March)**

The information on this form is used to evaluate the nominations and should be filled out carefully. Every question should be answered or else have the word "none" or "not applicable" written in the proper space. No consideration will be given to forms that are incomplete or improperly filled out. Do not split the essay (or other parts) into separate files nor include material such as recommendation letters or a resume – only information asked for within this standard form will be considered by the judges. Margins and font type/size should be preserved from the original template – candidates are free to add more lines or space as needed while balancing thoroughness with conciseness. (Essay should be kept to 1-2 pages of Times New Roman 12 pt font within 1" margins.)

**Important:** 1) Do **NOT** include this cover page – first page should start with name information labeled as item #1. 2) Recommend that the file be "pdf"ed electronically (in **landscape** orientation) **without** scanning it since the file will then be "clean" and "clear" (signatures are not required in the first submission). 3) Please use an **appropriate subject header** in your e-mail such as "SGT award nomination form" or "SGT signatures, transcript, & certificate" (or membership verification – see website about this). 4) Please do **NOT** send multiple copies of the files (preferred is from faculty advisor, but student may send it, just not from both). 5) Please **retain the e-mail** with attachment in your "sent" e-mail folder until you receive a reply from the Vice President (typically within a few days).

Submit all material to: [SGTAero.National@gmail.com](mailto:SGTAero.National@gmail.com) (Vice President) with a CC to: [Roy.Myose@Wichita.edu](mailto:Roy.Myose@Wichita.edu) (Secretary)

This nomination form (before signatures) must be received as an e-mail attachment by **5pm (central time) on 26 February 2024**.

Scanned pdf or jpegs of the signed signature page, copy of your transcript (unofficial version must be signed by the advisor) **and** a copy of your Sigma Gamma Tau membership certificate must be received by **5pm (central time) on 4 March 2024**. (If you do not have a membership certificate, read the website information / instructions and contact the National Secretary by **EARLY February**.)

The nominee bears the responsibility of making certain that the nomination form, signed signature page, transcript, and copy of the membership certificate arrive before their respective deadlines as well as to verify their receipt. (The Vice President typically replies within a few days of their receipt.)

1. Name : \_\_\_\_\_ (Name at time of initiation, if different: \_\_\_\_\_)
2. E-mail address: \_\_\_\_\_
3. Present address: \_\_\_\_\_ Eligible nominees receive a memento.  
 \_\_\_\_\_ I would like - choose (check-mark) one:  
 \_\_\_\_\_
4. Permanent address: \_\_\_\_\_ \_\_\_ Stole OR \_\_\_ Pin & Key  
 \_\_\_\_\_
5. Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_
6. Citizen of: \_\_\_\_\_
7. Sigma Gamma Tau chapter into which initiated: \_\_\_\_\_ Initiation Date: \_ / \_ / 20\_
8. Department and college / university in which presently enrolled (in line below): \_\_\_\_\_ Expected graduation date (here): \_ / \_ / 20\_  
 \_\_\_\_\_

Are you a previous (SGT Regional or National-level) award winner? Yes: \_ or No: \_ (Previous winners at any level are ineligible; also those who graduated with a B.S. in AE in a **prior academic** year, you are ineligible.)

Are you in a B.S./M.S. program that awards both degrees simultaneously this year? Yes: \_ or No: \_ (You are ineligible if you already matriculated to graduate student status **or** are receiving *both* B.S. & M.S. degrees simultaneously during this academic year.)

Grade Point Average at college or university submitting the nomination: \_\_\_\_\_ based on a maximum possible of \_\_\_\_\_.  
 Rank in graduating senior AE class: \_\_\_\_\_ out of \_\_\_\_\_ students. (Faculty advisor should estimate rank if not known)

9. Academic honors and distinctions (include membership in honorary societies):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Extracurricular activities (include both engineering and non-engineering activities; and indicate length of service in each):
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11. Technical achievements, e.g., special projects, technically related hobbies, published papers, etc. (emphasis should be placed on the engineering creativity used):
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12. Military service: From \_\_\_\_\_ to \_\_\_\_\_ Branch: \_\_\_\_\_
13. ***Complete "Attachment A" (see following page) summarizing academic record.***
14. ***Complete "Attachment B" (see following page) summarizing employment history***
15. ***In a one or two page letter (see last page), discuss your near-term and long-range career goals and how you hope to use your aerospace education.***
16. Signature of Nominee: \_\_\_\_\_ Date: \_\_ / \_\_ / 20\_\_
17. Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_ / \_\_ / 20\_\_  
Signature indicates that applicant is a current undergraduate, and not receiving the B.S. & M.S. simultaneously this academic year.
18. ***Send transcript of all college or university courses taken through the Fall quarter or semester. (Faculty advisor should countersign the first page if the transcript is unofficial.)***

**Attachment A Summary of Academic Record**

Name: \_\_\_\_\_

College or University and State in Which Located (indicate whether on quarter, semester or trimester system)	Inclusive Dates of Attendance	Number of Quarters, Semesters or Trimesters Enrolled	Total Number of Course Hours Taken for Credit (See * note below)	Grade Point Average	Field of Study

\*Use separate line for coursework taken (and reserved) for graduate credit in engineering

**Attachment B1 Employment While in Attendance at a College or University**

Name: \_\_\_\_\_

Position	Place of Employment (Name and Location)	Inclusive Dates	College or University	Average Number of Hours Worked per Week	Responsibilities

**Attachment B2 Employment in Summer, Co-op, or Prior to Enrolling in University or College** Name: \_\_\_\_\_

Position	Place of Employment (Name & Location)	Inclusive Dates	Responsibilities

Near-term and long-range career goals and how hope you to use your aerospace education. Name: \_\_\_\_\_  
(Essay should be kept to 1-2 pages of Times New Roman 12 pt font within 1" margins.)