community engagement award nomination form - COMMUNITY PARTNER

|  |  |
| --- | --- |
| **Community Partner Name:** Nominee Name here  **Director/Coordinator Name** [Director’s Name]  **E-mail address:** [ Email address here]  **Address:** [Address here]  **Phone number:** [phone number here]  **Type of Service provided (educational, social services, health, etc.):** [Type of Service provided]  **Website address:** [Website address]  **Nominator’s Name:** [Nominator’s Name here]  **Check appropriate status**: Faculty  Staff  Student  Alumni  **Nominator’s address:** [Nominator’s address here]  **Nominator’s phone number:** [Nominator’s phone number here]  **Nominator’s email address:** [E-mail address here]  **INSTRUCTIONS**  Criteria on how the award is evaluated can be [found here](http://louisville.edu/communityengagement/office-of-the-vice-president-1/outstanding-community-engagment-awards)  Please supply all materials electronically to [ceserv@louisville.edu](mailto:ceserv@louisville.edu)  CHECKLIST   * All activity must have been performed during the 2015-2016 academic year (including summer, fall, spring) * Submit application & materials electronically to [ceserv@louisville.edu](mailto:ceserv@louisville.edu) * Hard copies of optional documentation may be sent to the Office of Community Engagement,   + 209 Grawemeyer Hall ATTN: Community Engagement Award * Deadline for submission is **April 29, 2016** * Previous award recipients are not eligible to apply for this award cycle, however previous nominations are encouraged to resubmit. * Self-nominations are not accepted. Community Partners must be nominated by a University student, faculty, staff or alumnus. * There is no requirement for the award to be given in every category each year. |  |

**Community Engagement Award Criteria – COMMUNITY PARTNER**

Intent – To recognize exemplary contributions that 1) impact the well-being of the community or individuals in the community, and 2) enhances the learning experience of UofL students, or 3) teaching and research for UofL faculty.

Your official nomination letter should describe the ways the nominee meets qualifications for this award based on their partnership role within a given community, setting or population. The priority service areas for award consideration are the following: education, health, economic development, social services, arts and culture, or sustainability at the local, regional, national or international level.

Successful nomination letters should include specific examples of the nominee’s work related to one of these priority areas or other areas that reflect the strategic goals of the university. Letters should comment on the impact of the community partners contributions on the community, setting, or population served and address all the items below.

# Provide background information on community partner not to exceed 250 words (Examples can include but not limited to organization’s mission, vision statement, etc.)

|  |
| --- |
|  |

# Provide a detailed description of the partnership with UofL not to exceed 250 words (This information will be used in printed materials and on the Community Engagement website).

|  |
| --- |
|  |

# When did the partnership begin? Is the project on-going? Yes or No. If no, indicate end date.

|  |
| --- |
|  |

# Number of community members impacted

|  |
| --- |
|  |

# Describe the benefit to UofL providing examples (i.e. enhance student learning, faculty teaching & research).

|  |
| --- |
|  |

# Describe unique and/or exemplary attributes of the project

|  |
| --- |
|  |

# How has partner been able to leverage additional resources?

|  |
| --- |
|  |

REQUIRED: Provide two letters of support that indicate the benefits and impact of the partnership

Optional: Other supporting documentation i.e. testimonials, newsletters, videos

***Please make sure the nominee has consented to be nominated. The nominator may seek assistance from the nominee to most accurately reflect their work in the submitted documents.***

If further clarification is needed as the nomination is being developed, please contact Susan Jenkins at 852-5595 or via email at [susan.jenkins@louisville.edu](mailto:susan.jenkins@louisville.edu).