community engagement award nomination form (STAFF)

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| **Nominee’s Name:** Nominee Name here**Nominee’s E-mail address:** [nominee's email address here]**Nominee’s campus address:** [Nominee’s campus address here]**Nominee’s phone number:** [Nominee’s phone number here]**Department/Unit/Major:** [Department/Unit/Major here]**Job Title:** [Title]**STATUS:** FULL TIME [ ]  PART TIME [ ]  **Nominator’s Name:** [Nominator’s Name here]**Nominator’s campus 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 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
* 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.
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**Community Engagement Award Criteria - STAFF**

Intent – To recognize exemplary contributions that impact the well-being of the community or individuals in the community

Your official nomination letter should describe the ways the nominee meets qualifications for this award based on their 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 these priority areas or other areas that reflect the strategic goals of the university. Service or project may be considered part of the nominee’s regular job duties, but nomination letter should indicate additional efforts that go above and beyond routine job assignment. Letters should comment on the impact of the individual’s contributions on the community, setting, or population served and address all the items below.

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

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

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# How did this service or project impact the community?

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# How did this service or project benefit the university?

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# How did this service or project benefit the individual?

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# Describe unique and/or exemplary attributes of the activity

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# Provide the number of community members impacted and number of hours served

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REQUIRED: Provide a letter of support from Community partner, stakeholder, or beneficiary that indicates how they benefitted from the service provided.

Optional: Other supporting documentation i.e. thank you letters, emails, 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.