



## EXCELLENCE IN COMMUNITY SERVICE 2019-2020 Award Nomination

### PURPOSE:

To give recognition to a CSN faculty or staff member who has demonstrated outstanding efforts with non-profit, civic, arts, professional or educational organizations and thereby contribute to the positive image and reputation of CSN.

### ELIGIBILITY:

- Any full-time faculty or staff member who has been employed for at least one (1) year by January 1, 2020.
- Any employee previously nominated may be re-nominated provided the employee has not been chosen as a recipient of this award within the last three (3) years.
- Previous winners cannot be nominated for three years, at which time, only material not previously submitted will be considered.
- For committee consideration, this nomination must be answered in completion and typed.

### SELECTION PROCESS:

- The Internal Recognition Committee (IRC) will review and score all nominations based on the criteria outlined in the award category's score sheet which is made available on the IRC webpage (<https://at.csn.edu/irc>).
- Awards will not be given to any Excellence category with fewer than three nominees.
- Recipients of Excellence Awards are restricted to a single award category.
- More than one winner may be recommended from this category based on the scoring results and at the discretion of the IRC.
- The IRC submits their recommendations to the President and VP of Academic Affairs for final selection.

### TO NOMINATE:

This application may be completed in collaboration with a nominator, or by process of self-nomination—the selection committee will evaluate both forms of nomination equally.

- Self-nominees: You must obtain a signature of endorsement from your supervisor.
- Nominators: Complete this form with the collaboration of the nominee.

To ensure that the evaluation process is both fair and consistent, please consider how the information will be interpreted by the IRC based on the criteria on the corresponding score sheet. Make sure you provide detailed examples and avoid general comments. Only information included on this form will be considered.

### SUBMIT NOMINATION:

Nominations must be submitted electronically as a PDF file to [Jason.Green@csn.edu](mailto:Jason.Green@csn.edu) by **5pm on Friday, April 24, 2020**. The easiest way to send the nomination packet is to put the completed and signed nomination documents on a school copier, select "email" then add [Jason.Green@csn.edu](mailto:Jason.Green@csn.edu) as a recipient. The copier will automatically scan and send it as a .pdf file. You will receive a confirmation email from an IRC member within 48 hours. If you do not receive a confirmation email, contact Jason Green via email or office phone 651-4828. **DO NOT SEND HARD COPIES via intercampus mail.**

### FIRM DEADLINE:

Friday, April 24, 2020 by 5 p.m.

### AWARD RECIPIENTS:

Winners will be announced at Fall Convocation and each recipient will receive a \$500 cash award.



EXCELLENCE IN COMMUNITY SERVICE  
2019-2020 Award Nomination

**SECTION 1**

**Nominator Information**

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

Telephone extension: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator Date

**Supervisor Information**

(Required for Self-Nominations Only)

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

*I understand that my supervisee is applying for an Excellence Award and I agree they are worthy of consideration.*

\_\_\_\_\_  
Signature of Supervisor (required only for self-nominations) Date

**Nominee Information**

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

Title: \_\_\_\_\_ CSN Hire Date: \_\_\_\_\_

Telephone extension: \_\_\_\_\_ E-mail address: \_\_\_\_\_

*I understand that I have been nominated for an Excellence Award and agree that, as a nominee, my name may be publicized in association with this award. Should I be the recipient of this award, I agree to accept this honor. I have reviewed the form and the score sheet and I am satisfied with the nomination.*

\_\_\_\_\_  
Signature of Nominee Date



EXCELLENCE IN COMMUNITY SERVICE  
2019-2020 Award Nomination

SECTION 2

To ensure that the evaluation process is both fair and consistent, please consider how the information will be interpreted by the IRC based on the criteria on the corresponding score sheet. Make sure you provide detailed examples and avoid general comments. Only information included on this form will be considered.

**Please provide unique examples that demonstrate the nominee's community service for each of the following (use additional space as needed, but limit responses to 250 words):**

- A. **Community Support/Leadership** – How has the nominee worked with non-profit, civic, arts, professional or educational organizations to support their cause(s).

**EXAMPLE:**

- B. **CSN Image** - Explain how the nominee has contributed to the positive image and reputation of CSN.

**EXAMPLE:**



EXCELLENCE IN COMMUNITY SERVICE  
2019-2020 Award Nomination

- C. **Unique contributions** – How has the nominee made unique contributions to the community or an organization based on their professional expertise (outside of CSN).

**EXAMPLE:**

- D. **Additional information** -- Other information you would like to present regarding this nominee as it relates to this award. Please do not duplicate information that has already been provided in this nomination.

**EXAMPLE:**



EXCELLENCE IN COMMUNITY SERVICE  
2019-2020 Award Nomination

SECTION 3

**Summary of Accomplishments**

In 50 to 100 words, please write a summary of the accomplishments the nominee would like highlighted. The short description will be used during Convocation and in promotional materials throughout the year, with appropriate minor edits based on space and style requirements.