

## Guidelines for Submitting Nominations for Staff Community Service Awards

The Excellence in Community Service Award annually recognizes two staff and two faculty members at Missouri State University who make the greatest contribution to community efforts. The award is intended to recognize those individuals volunteering their time to serve significant interests. At this time invitations are sought for the nominations of full-time Missouri State staff members.

Nomination for:

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

Local Address: \_\_\_\_\_

Nominee's Position: \_\_\_\_\_ Department: \_\_\_\_\_

In 250 words or less, please submit a letter of recommendation along with this form describing activities and contributions to community causes which make you think of this person as someone deserving significant recognition. We are looking for a simple, direct description of how the individual's efforts contribute to the quality of life in his/her community.

Nominations should stress the extent of the nominee's involvement, the significance of the involvement to the organization(s) or community, and the breadth of impact the individual has had.

Nominees shall have exhibited a sustained commitment to community service which transcends professional respectability and which results in a significant impact on one or more organizations or to their community in general. Specific examples of the impact of the involvement should be provided.

Copies of additional existing material about the person may be attached (e.g., resume, articles, etc.), but note that such information is not required.

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Mail to:       Community Service Award  
                  c/o Toni Montgomery  
                  Morris Center 310  
                  Missouri State University  
                  901 S. National  
                  Springfield, MO 65897

Deadline:     November 13, 2009