

Nomination Form for Staff Excellence in Community Service Award

Submission Deadline: Friday, October 21, 2016 at 5:00pm

As Public Affairs is the mission of Missouri State University, the Excellence in Community Service Award annually recognizes two faculty members and two staff members at Missouri State University who make outstanding contributions to the communities in which they live. The award is intended to recognize those individuals who volunteer their time to serve the community outside of their paid, university position in significant ways. Successful nominees will have been employed full-time at the University for a period of at least three years at the time nominations are submitted. At this time, invitations are being sought for the nominations of full-time Missouri State University staff members who meet these criteria.

Staff Nomination for:

Name: _____ Phone: _____

Campus 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 of this recognition. The committee is looking for a simple, direct description of how the individual's efforts contribute to the quality of life of his/her community.

Nominations should stress: the extent of the nominee's involvement (including years of service, offices held, project involvement, etc.); the significance of the involvement to the organization(s) and/or community; and the breadth of impact the individual has had.

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

Copies of additional existing materials about the person may be attached (resume, articles, letters of support from organizations, etc.) but, please note that such information is not required.

Nominator's Name: _____

Address: _____

Phone: _____ E-mail: _____

Mail, email or deliver to:

Staff Excellence in Community Service Award
c/o Stacey Trewatha-Bach
Office of Public Affairs Support
Missouri State University
901 S. National, Meyer Library 202-J
Springfield, MO 65897
417-836-8832
staceytrewhatha@missouristate.edu

PUBLIC AFFAIRS SUPPORT
901 South National Avenue, Springfield, MO 65897 • Phone: 417-836-4233 • Fax: 417-836-6048
Publicaffairs.missouristate.edu

An Equal Opportunity/Affirmative Action Institution