

***“Excellence in Service”* Recognitions Nomination Guidelines**

1. Nominees must be a Clarion University student, student organization, office, employee, alumnus, or friend of the Clarion University community.
2. Service must have occurred between the dates of April 20, 2008 – April 15, 2009.
3. Service may have taken place within or outside the Clarion area with any organization in the form of volunteerism, community service, or service-learning.
4. Mandated (i.e. conduct board, court-referred) and paid or compensated service (i.e. America Reads, AmeriCorps, and federal work-study programs) are ineligible.
5. Application Forms submitted by an agency, advisor or an individual not associated with the group do not need to be accompanied by letters of endorsement. Return by email to dbrush@clarion.edu.
6. **Self-nominations must be accompanied by two letters of endorsement** which speak to the service provided by the applicant - one of which must be from the agency or organization which the applicant served, the other can be from a recipient of the service, faculty member or your RSO advisor – someone who witnessed you doing the project.

Return application by e-mail to dbrush@clarion.edu. Letters of endorsement can also be submitted directly from the endorser by email or hard copies can be delivered to 114 Egbert Hall. Email is preferred.

7. Applications received by **12:00 noon on Wednesday, April 15th** will receive preferential consideration.

The “Excellence in Service” Awards will be presented at the **Reinhard Awards Reception on April 22, 2009.**

***“Excellence in Service”* Categories**

Student: Currently enrolled at Clarion University. Service may be in the form of volunteerism or service-learning in the Clarion area, their place of residence or another community, or in conjunction with a University program.

Employee/Office: Clarion University employee or office who has provided service to their local community or sponsored a project/event that benefited the University, or the Clarion community or their hometown.

Alumnus/Friend: Recipient has demonstrated outstanding efforts in service to Clarion University.

Student Organization: Recipient must be a recognized Clarion University student organization that has demonstrated outstanding efforts in service to the Clarion community, in another community, or in conjunction with a University program.

Service Project: The project must have been initiated, developed, or coordinated by an individual, office, or University affiliated organization.

**“Excellence in Service” Recognition
Application Form**

Check the “Excellence in Service” category for which you are applying (see description on Nomination Guidelines):

- Student
- Employee/Office
- Alumnus/Friend
- Student Organization
- Service Project by an Individual
- Service Project by a Student Organization
- Service Project by a University Office

Name of Nominee: _____

Address of Nominee: _____

Telephone Number: _____ E-mail Address: _____

Nominated by: (if self-nominating, place your name here and remember to attach at least two letters of endorsement)

Name: _____

Telephone Number: _____ E-mail Address: _____

Selection will be based on how well the person completing the nomination form responds to the questions listed below and information provided on letters of endorsement.

The impact of the service and commitment of the volunteer will be judged. Please do not just list projects. Tell us how the community was improved by the project and how the volunteers grew by participating in the projects. Be as descriptive as possible. An electronic copy of this form can be found online at www.clarion.edu/93366.pdf

1. What was the service(s) provided by the nominee?

2. In what capacity are you familiar with this nominee’s commitment to community service?

3. How do you know that they did this? (i.e. volunteered with them, observed the service recipient?)

4. Was this service initiated/developed by nominee? Coordinated by the nominee?

5. Length of service (days, months, years, one-time project, long-term project?)

6. How was the service beneficial to the service recipient? The community at large?