**PRESIDENT’S AWARD FOR EXCEPTIONAL COMMUNITY SERVICE NOMINATION FORM: 2023 AWARD**

The President’s Award for Exceptional Community Service is presented each year in recognition of employees (faculty or staff) who have demonstrated outstanding community service. Nominees for the award must have a sustained pattern of exceptional voluntary contributions to communities and/or community organizations. These contributions must be beyond what might normally be considered academic or professional service, and must have had a significant impact upon those organizations or on the communities. Nominees must be full-time employees with a minimum of five years of continuous service and have made the cited community contributions during their period of employment at Memorial University. The nominees must not have been previous winners of the award.

Each nomination must be supported by a letter (not to exceed 1,000 words) from the nominator detailing the exceptional nature of the nominee's contributions and the significance of that contribution; the nominee's résumé (not to exceed five pages); up to three letters of support which address the exceptionality and significance as well as the scope, time-commitment and impact of the nominee's contributions; relevant documentation in the public domain (i.e. media reports, commendations, other awards) which provide additional evidence of the significance of the nominee's contributions. These materials are not to exceed five pages.

The nomination must be submitted to:

The Chair of the Advisory Committee, President’s Award for Exceptional Community Service, c/o The Department of Human Resources, Room 4045, Memorial University of Newfoundland, St. John’s campus or emailed to evp@mun.ca by **noon on Sept. 25, 2023**.

**NAME OF NOMINEE:**

**POSITION/TITLE:**

**PHONE NUMBER:**

**E-MAIL:**

**ADDRESS:**

**FAX:**

**NOMINATOR:**

**POSITION/TITLE:**

**PHONE NUMBER:**

**E-MAIL:**

**ADDRESS:**

**FAX:**

**Declaration:**

If this submission is successful in receiving the award, I am willing to allow the nominee the opportunity to receive the full nomination submission. Please place a tick mark in your choice of the box below.

□ Yes

□ No

Signed by:

Nominator Date

Nominee Date

Enclosures:

□ Letter from nominator

□ Nominee’s resumé

□ Up to three letters of support

□ Other relevant documents, if any

□ Written consent of nominee