



## **Staff Community Service Award**

**Nominations Due: February 5, 2020**

### **Scope:**

The Staff Community Service Award (SCSA) is awarded annually to a **non-management, non-supervisory** staff member in recognition of outstanding volunteer contributions to the University of Rochester community (in a capacity other than their work assignment/department) or another non-profit organization in the greater Rochester community.

Nominations are accepted to recognize achievement of a singular outstanding event or the continuous outstanding and dedicated service over a long period of time.

### **Eligibility:**

All active full- and part-time University of Rochester staff, other than supervisory and management personnel, with a minimum of one year of service may be nominated. Nominations may recognize:

- Long-serving high achievement for a local nonprofit community organization, neighborhood group or association, or the University community.
- A record of significant and sustained community service such as volunteering with charitable, nonprofit organizations, or within the University community.
- A nominee who has demonstrated any of the following:
  - "Leading the charge" in order to initiate a community project or University initiative outside of their usual assignment.
  - Serving as an inspiration to others through his or her persistent excellence either at the University (in a capacity other than their usual assignment) or in the general community.
  - Providing assistance to a local community or University project that had a positive impact on individuals.

Contact Melissa Ritzenthaler at 275-9151 or [Melissa.Ritzenthaler@rochester.edu](mailto:Melissa.Ritzenthaler@rochester.edu) for questions regarding eligibility.

### **Nominations:**

- Each year, the Associate Vice President for Human Resources/CHRO issues a call to the UR Community for nominations.
- The SCSA committee will select one honoree annually, based on the criteria noted.

## **The Award:**

A cash award of \$2,500 will be shared by the recipient (\$1,500) and the not-for-profit organization (\$1,000) for which the recipient has volunteered, and the University will waive the cost of the recipient's employee parking permit for one year.

The recipient's name will be inscribed on recognition boards placed in prominent locations at the Medical Center and in Wallis Hall. In addition to receiving a certificate and being honored by the Board of Trustees, the awardee will also be featured in University publications and invited to attend a reception in his or her honor.

## **Nomination Process:**

Nominations may be submitted by current University of Rochester faculty, staff, students, teams, or groups with the exception of members of the Staff Community Service Award Selection Committee.

The award recipient will be selected by the Staff Community Service Award Selection Committee and announced in the spring.

## **Nomination Packet:**

For each nominee, submit by February 5, 2020:

- **A separate nomination form.**
- **A nominating statement of no more than three pages** explaining how the nominee satisfies the award criteria. Please be specific, providing concrete examples.
- **A letter of support (no more than one page)** from the nonprofit organization that has been directly affected by this nominee's service.
- Relevant supporting documentation may be included but is not required.

Completed nomination packets should be submitted to:

Staff Community Service Award Selection Committee  
c/o Associate Vice President for Human Resources/CHRO

**Hand Carry:** RC, 263 Wallis Hall (Office of the HR-AVP/CHRO)  
MC, Room 1-6039 (Medical Center HR Office)  
60 Corporate Woods, Suite 310 (Office of Total Rewards)  
Brooks Landing, 910 Genesee St., Suite 100 (HR Service Center)

**E-mail:** [SCSA@ur.rochester.edu](mailto:SCSA@ur.rochester.edu)

**Intramural Mail:** Box 278949



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**Nominations Due: February 5, 2020**

**NAME OF STAFF MEMBER BEING NOMINATED:** \_\_\_\_\_

Title: \_\_\_\_\_

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

University Address: \_\_\_\_\_

University Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NAME(S) OF NOMINATOR(S):** \_\_\_\_\_

Relationship to Nominee (Supervisor, Colleague, etc.) \_\_\_\_\_

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

University Address: \_\_\_\_\_

University Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Guidelines for Submitting Staff Community Service Award Nominations:

- **Submission deadline** for nominations is February 5, 2020.
- Nominations may be submitted by current University faculty, staff, students, teams, or groups with the exception of members of the SCSA Selection Committee.
- Make sure ALL information is complete.
- Include a **nomination statement of no more than three pages** explaining how the nominee satisfies the award criteria. Please be specific, providing concrete examples.
- Submit a **letter of support (no more than one page)** from the nonprofit organization that has been directly affected by this nominee's service. Letters need to be specific and detailed to ensure full understanding of the nominee's service.
- Relevant supporting documentation may be included but is not required.

### Completed nomination packets should be submitted to:

Staff Community Service Award Selection Committee

c/o Associate VP for Human Resources/CHRO

**Hand Carry:** RC, 263 Wallis Hall (Office of HR-AVP/CHRO)  
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