



**Staff Community Service Award  
Nominations Due: February 7, 2012**

### **Scope**

The Staff Community Service Award (SCSA) is awarded annually to a nonmanagement staff person in recognition of outstanding contributions to the University of Rochester community (in a capacity other than their usual assignment) and/or in the greater Rochester community.

Nominations are accepted to recognize achievement of a singular outstanding event or the continuous outstanding and dedicated service the individual has provided 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 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.

### **Nominations**

- In November of each year, the Associate Vice President for Human Resources issues a call to the UR Community for nominations.
- The SCSA committee will select one honoree in 2012, based on the criteria noted.

## **The Award**

A cash award of \$2500 will be shared by the recipient (\$1500) and the organization (\$1000) that the recipient has worked with to provide the service.

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, students and staff, teams, groups, units, or organizations.

The award recipient will be selected by the Staff Community Service Award Selection Committee and announced in April 2012.

## **Nomination Packet:**

For each nominee, submit by February 7, 2012:

- 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 (each no more than one page) from those who have been directly affected by this nominee's service; one letter of support must be from the community group or nonprofit organization supported by the nominee, or if the nomination is for University service, the letter needs to be from the nominee's supervisor.
- Relevant supporting documentation may be attached but is not required.

Completed nomination packets must be submitted to:

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

**Handcarry:** 263 Wallis Hall or Benefits G-8011

**Intramural Mail:** Box 270013

**E-mail:** Staff Community Service Award Nominations (on global)

Copies of the nomination form are also available on the HR website at:

<http://www.rochester.edu/working/hr/>



## Staff Community Service Award

Nomination Form — Nominations Due: February 7, 2012

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

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

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

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

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

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

Relationship to Nominee/Team (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 7, 2012.
- Nominations may be submitted by current University of Rochester faculty, students and staff, teams, groups, units or organizations.
- Make sure ALL information is accurate and complete.
- Use a **separate nomination form** for each individual nomination.
- 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** (each no more than one page) from those who have been directly affected by this nominee's service; **one letter of support must be from the community group or nonprofit organization supported by the nominee, or if the nomination is for University service, the letter needs to be from the nominee's supervisor.** 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 are due by February 7, 2012 and should be submitted to:

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c/o Associate Vice President for Human Resources

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