

SERVICE AWARD

TAB A: NOMINATION

		COMPLETED
1.	Nomination Form. Self nominations will not be accepted. The nominee must sign the nomination to signify agreement to the nomination.	<input type="checkbox"/>
2.	A letter from the nominee's chairperson or supervisor that addresses the candidate's service activities. This letter is encouraged but not required.	<input type="checkbox"/>

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TAB B-1: SUBSTANTIAL DIRECT SERVICE TO THE UNIVERSITY

		COMPLETED
1.	Services rendered	<input type="checkbox"/>
2.	Detailed description of the service	<input type="checkbox"/>
3.	Indicate whether remunerated services	<input type="checkbox"/>
4.	Dates of service	<input type="checkbox"/>
5.	Benefit of service to University	<input type="checkbox"/>

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TAB B-2: SUBSTANTIAL INDIRECT SERVICE TO THE UNIVERSITY

		COMPLETED
1.	Services rendered	<input type="checkbox"/>
2.	Detailed description of the service	<input type="checkbox"/>
3.	Dates of service	<input type="checkbox"/>
4.	Benefit of service to University	<input type="checkbox"/>

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TAB C: OTHER SUPPORTING DOCUMENTATION

		COMPLETED
	Supporting information (<i>Optional</i>). For both direct and indirect service categories, the more independent and concrete the evidence, the greater weight this committee will give to the service being presented. Evidence may include:	
1.	Letters and acknowledgments within the University.	<input type="checkbox"/>
2.	Letters and acknowledgments from organizations outside the University.	<input type="checkbox"/>