**Tennessee Higher Education Commission**

Harold Love Outstanding Community Service Awards

2018 Faculty/Staff Nomination Form

**Instructions:**

1. Once completed, save the document using the file name **FacStaffLoveAward-NomineeName.docx.**

For example, a nomination form for Jane Doe should be saved as: FacStaffLoveAward-JaneDoe.docx.

1. Submit form with required documentation as a single email to [marlowt@etsu.edu](mailto:marlowt@etsu.edu) by **4:30 pm (EST) on Thursday, March 1**.

**Documentation (required):**

* Nominee resume, limited to no more than two (2) pages
* Letter of recommendation from a community member not related to the nominee.
* Evidence of impact – select ONE (1) of the following, including but not limited to a news article, press release, news media (video) clip, program brochure, or program website URL detailing the community service of the nominee.

*Questions about the nature of documentation can be directed to Joy Fulkerson, fulkersj@etsu.edu.*

**Nominee Information**

**Name:** Click to type name.

**Institution:** Click to type institution.

**Job Title:** Click here to type job title.

**Mailing Address:** Street address, Apt number

City, State and ZIP Code

**Phone Number:** (123) 456-7890

**Email Address:** Your.Name@Institution.edu

1. **Provide the nominee’s length of service to the community.**

Click here to enter text.

1. **Is the nominee’s service part of an academic course or job requirement?** Select a response.

*If yes, explain what parts of the service are not required for credit/pay.*

Click here to enter text. Use maximum 500 words.

1. **Describe how the nominee has demonstrated service above and beyond the call of duty.**

Click here to enter text. Use a minimum 100 words and maximum 1000 words.

1. **Describe the lasting/meaningful impact on individuals, groups, or organizations served.**

Click here to enter text. Use a minimum 100 words and maximum 1000 words.

1. **How has the nominee been recognized and valued by peers and community leaders?**

Click here to enter text. Use a minimum 100 words and maximum 1000 words.