**Nominator information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | | **Business phone** |
| **Institution** | | | **Alternate phone** |
| **Address** | | | **Email 1** |
| **City** | **State** | **Zip code** | **Email 2** |

**NIRSA Annual Service Award Nominee information**

To be eligible for nomination, individuals and groups should meet all of the following criteria:

* The award will be given for **one-time service** to NIRSA from May of the previous year through April of the current nominating year. **(Example: for a nomination submitted in September 2016; the service time is May of 2015 through April of 2016).** If this nomination is for career long service it is recommended this person be nominated for a *Region Award of Merit* or the *National Honor Award*.
* Hold current membership in NIRSA;
* Have held continuous membership in NIRSA for three years preceding the nomination for award (nominees for the student member award need only have held membership in NIRSA for one year preceding the nomination for award.);
* Individual members are eligible for student awards for up to one year after completing their student membership;
* Group nominations can consist of up to six current members (professional and/or student members). The same criteria for individual awards will be applied to group awards.
* Not have received a NIRSA Annual Service Award within the preceding two years;

*Please provide information for at least the highlighted sections. If you have further information regarding your nominee, please include that as well.*

|  |  |
| --- | --- |
| **Name** | **Current NIRSA Region** |
| **Institution** | **Years of NIRSA membership** |
| **This individual is currently a:**  **Student Member /**  **Professional Member** | |

**Nomination Essay**

Nominees for the NIRSA Annual Service Award should demonstrate exceptional performance **in one or more** of the following specific areas:

Area 1: Significant contribution and involvement in leadership and development of NIRSA programs, policies, publications, affirmative action goals and objectives, or the Association’s administrative or financial structure;

Area 2: Significant contributions made to the Association that directly impact a NIRSA-sponsored national or regional conference, workshop, tournament/event; accomplishment of a NIRSA-endorsed special project/assignment or work assigned to a NIRSA committee; or service in a student leadership role within NIRSA;

Area 3: Significant contributions made to the Association in the form of written publications, presentations or research.

**For each section that applies, explain specifically who, what, why and how the nominee or group met the above selection criteria, including any applicable position titles held during service year (i.e., Committee Chair/member, special project leader, etc.).**

Significant Contributions in Area 1 (check all boxes that apply and give details):

🞏Leadership and Development of NIRSA program(s) during **May of 2015 through April 30, 2016.**

🞏Leadership and Development of NIRSA policy(ies) during **May of 2015 through April 30, 2016.**

🞏Leadership and Development of NIRSA publication(s) during **May of 2015 through April 30, 2016.**

🞏Leadership and Development of NIRSA Affirmative Action goal(s) and objective(s) during **May of 2015 through April 30, 2016.**

🞏Leadership and Development of NIRSA administrative or financial structure **May of 2015 through April 30, 2016.**

Significant Contributions in Area 2 (check all boxes that apply and give details):

🞏 Contribution made to NIRSA that directly impacts a NIRSA sponsored national or regional conference **May of 2015 through April 30, 2016.**

🞏 Contribution made to NIRSA that directly impacts a NIRSA sponsored workshop **May of 2015 through April 30, 2016.**

🞏 Contribution made to NIRSA that directly impacts a NIRSA sponsored tournament or event **May of 2015 through April 30, 2016.**

🞏 Contribution made to NIRSA that directly impacts a NIRSA endorsed special project/assignment or work assigned to a NIRSA committee **May of 2015 through April 30, 2016.**

🞏 Contribution made to the association that directly impacts NIRSA through service in a student leadership role within NIRSA **May of 2015 through April 30, 2016.**

Significant Contributions in Area 3 (check all boxes that apply and give details):

🞏 Contribution made to NIRSA in the form of written publications **May of 2015 through April 30, 2016.**

🞏 Contribution made to NIRSA in the form of presentation(s) **May of 2015 through April 30, 2016.**

🞏 Contribution made to NIRSA in the form of research **May of 2015 through April 30, 2016.**

**Submitting this form**

*Once you have completed this form in full, please attach your saved copy to an email and send to* [*keeley.naughton@nirsa.org*](mailto:keeley.naughton@nirsa.org)*. You can expect electronic confirmation of receipt within five business days of submitting this form.*

*To facilitate more efficient processing of your nomination materials, please use a subject line like the following exampl*e: *“NIRSA Annual Service Award nomination for John Doe”*

*If you have any questions or difficulties completing this form, please contact the NIRSA Headquarters member of the NIRSA Annual Service Award Committee,* [*Keeley Naughton*](file:///\\iris\shared\Leadership\NIRSA%20Awards\Committees%20for%20Awards\NIRSA%20Annual%20Service%20Awards\2015-2016\keeley.naughton@nirsa.org)*.*