**Harold Love Outstanding Community Service Awards**

**2019 Nomination Form**

**Instructions:**

1. Once completed, save this nomination form as a PDF. The name of the file should be in the following format, include the nominee’s name, institution, and category.

Ex.

**JaneDoe-THEC-FacStaff.pdf**

Or

**JohnDoe-THEC-Student.pdf**

1. Submit form with required documentation (see below) as a single email to Brittany.Mosby@tn.gov by **4:30 pm (CST) on Monday, March 11, 2019.**

**Documentation (required):**

* Nominee resume (please limit to no more than 2 pages)
* Two (2) Letters of recommendation:
	+ From the President/Chancellor OR Chief Student Affairs officer of the institution
	+ 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.

*Due to the number of nominations, any additional documentation will not be evaluated. Questions about the nature of documentation can be directed to* *Brittany.Mosby@tn.gov**.*

**Nominee Information**

**Name:** Click to type nominee’s name.

**Institution:** Click to type institution.

**If faculty/staff nominee, Job Title:** Click here to type job title.

**If student nominee, Classification:** Choose an item.

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

City, State and ZIP Code

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

**Email Address:** Nominee.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.