Community engagement is an integral part of the work of the University across all levels. Indeed, a commitment to community collaboration and mutually beneficial partnerships is enshrined in the University’s mission statement in the University’s Strategic Plan.

The Community Service Learning (CSL) program, a unit within the Institute for Civic and Community Engagement established the Award for Excellence in Community Engagement in the Spring of 2009 to recognize and encourage exceptional engagement within the surrounding community by a member of the University staff and student body. The award recipient will be notified on Monday, April 14, 2014. The award will be presented annually at the “Awards for Excellence” event and all awardees must attend.

1. **Staff Award for Outstanding Community Engagement:** One award of $250 will be granted to a staff member. Funds will be distributed in the form of an Honorarium\(^1\). The annual award is open to all staff.

   **Eligibility:** The award is open to members of the academic and general staff of the University (including staff employed by the University’s controlled entities). Staff must be employed either on a permanent basis or under a limited term contract of at least two years and must have been employed for a period of not less than twelve months prior to the date of nomination.

   **Selection Criteria:** Colleagues, faculty and staff may nominate staff for the award. Candidates should meet one or more of the following criteria:

   - Extending the University’s core values.
   - Demonstrating service or contribution over a sustained period of time and beyond the normal expectations of that staff member’s role that has had a significant community benefit.
   - Developing links, partnerships, and/or programs between the University and outside organizations.
   - Enhancing the reputation of the University as a University actively engaged with the region and the communities it serves.

2. **Student Award for Outstanding Civic Engagement:** One award of $250 will be granted to a student. Funds will be distributed in the form of an Honorarium\(^2\). The annual award is open to all students.

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\(^1\) Note that Honorarium payments will be reported as personnel income, thus subject to all tax laws.

\(^2\) Note that Honorarium payments will be reported as personal income, thus subject to all tax laws.
Eligibility: The award is open to members of the student body of the University. Students must be enrolled at SF State part-time or full-time at the time of the community service.

Selection Criteria: Colleagues, faculty, staff, and students may nominate a student for the award. Candidates should meet one or more of the following criteria:

- Demonstrating service or contribution over a sustained period of time and beyond the normal expectations of their student’s role (if employed in an outreach capacity) that has had a significant community benefit.
- Developing links, partnerships, and/or programs between the University and outside organizations.
- Enhancing the reputation of the University as a University actively engaged with the region and the communities it serves.

3. NOMINATION SUBMISSION REQUIREMENTS:

- A complete recommendation form. Form can be found at this link.
- A letter of nomination that provides a brief description of the community engagement projects (around 500 words).

Please include in this summary a description of how the individual has worked in partnership with a community, to promote its social, environmental, economic, and/or cultural development.

It is important that when the Selection Committee reads this summary, they will know (1) what the project is (2) how long it has been going on, (3) the name(s) of the community partner(s) and (4) the benefits of the project to the community.

Deadline: Monday, March 24, 2014 by 5:00 pm
Materials will only be accepted electronically.
Please send to barrient@sfsu.edu

For questions regarding the award, contact Perla Barrientos at barrient@sfsu.edu or call (415) 338-3282.