



# CSU Long Beach Community Service Award

The deadline to submit nominations is Friday, February 15, 2019 at 5:00 pm.

Nomination is for (choose one) :

- CSULB Student
- CSULB Faculty
- CSULB Staff Member

**Nominee** – Name \_\_\_\_\_

Day time telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing/Campus Address \_\_\_\_\_

**In case of self-nomination, the next four lines can be left empty.**

**Submitted by** – Name \_\_\_\_\_

Day time telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing/Campus Address \_\_\_\_\_

**The following materials must be submitted with the nomination packet:**

1. **Narrative Summary:** The narrative should be a maximum of 500 words. It should include the following information:
  - a. Description of the service activities (including dates and the nature of service, unless provided in the resume or Curriculum Vitae)
  - b. Significant accomplishments or outcomes, both overall and in the last 12 months
  - c. Value of the service to the community served
  - d. Any benefits to CSULB as a result of the nominee's involvement
  - e. Any other factor the selection committee should consider
2. **Resume or Curriculum Vitae:** The resume or curriculum vitae should include a list of service activities
3. **Letters of Recommendation:** One letter of recommendation is required, and up to three are accepted. Letters may be submitted with the packet or may be sent in separately, but must be submitted by the deadline

If you have any questions, contact Ann Kinsey in the Academic Senate office by e-mail at [ann.kinsey@csulb.edu](mailto:ann.kinsey@csulb.edu), by phone at 562-985-4140, or in person in AS 123.

**All nominations should be submitted to Ann Kinsey in the Academic Senate office,** either in hard copy in AS 123, or electronically by e-mail to [ann.kinsey@csulb.edu](mailto:ann.kinsey@csulb.edu).