The University of Utah
Student Leadership Awards

Nomination Packet

Nominations due: March 1st, 2013 by 4pm

Please email all nominations as an attachment to:

leadership@sa.utah.edu
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List of Awards

- Emerging Student Leader of the Year
- Student Leader of the Year
- Student Employee of the Year
- Commitment to Diversity
- Faculty/Staff Mentor of the Year
- Student Mentor of the Year
- Commitment to Service
- Student Group of the Year

Picking an Award

It is important that you select a quality candidate for each nomination you are writing. If you do not truly think that the candidate deserves the award, you will not be able to write energetically about it. Narrowing down who you think should be nominated for each award gives you the ability to take time to outline exactly what you want to say about their successes and demonstrate to the selection committee why this individual/group should receive the award.

Nominations will be reviewed by a committee and the award recipients will be recognized at the inaugural University of Utah Student Leadership Awards Banquet on the evening of Wednesday, April 17, 2013.
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Writing a University of Utah Student Leadership Awards Nomination

Writing the Award Nomination

Energy is key! Your reader will be going through numerous nominations, if you do not engage them and work to convince them of why your candidate should receive the award, then why did you decide to write this? Take these tips into consideration when writing your nomination:

- Plan your nomination out by creating an outline that highlights each of the suggested writing topics, they are suggestions for a reason.
- Engage, engage, and engage! Your reader needs to feel your enthusiasm for the person, program, or organization through the writing.
- Make it fun! Pictures are an appreciated addition to the nomination. A well-crafted theme will also engage the reader; just don’t let it distract the reader!
- Know what you are writing about. Ask the individual, or someone who knows the topic you are writing about for more information if you don’t have it. Do not make things up!
- Be concise and make your point. Repeating information to fill up the 1 page maximum will not help your nomination.
- Take your time, and get a second reader to check that your writing makes sense, and your grammar, spelling and punctuation are correct. Well written nominations are quality nominations.
- HAVE FUN WITH THE WRITING PROCESS! You are writing this nomination because you feel passionately that this individual/group/program deserves recognition.
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Nomination Guidelines

The Nomination

1. The nomination form should be filled out completely.
2. The nomination should be typed in a word document and 1 page in length.
3. The nomination can include up to two additional letters of support. (The nomination does not require letters of support, but the letters may help the nomination.)
4. You cannot write a recommendation letter for a nomination if you are the original nominator.
5. The nominations must state your affiliation to the institution and the student, faculty/staff member, or student group you are nominating.

Submission of Nomination

Nominations are due by **4:00pm on March 1st, 2013**. All nominations should be emailed as an attachment to: leadership@sa.utah.edu. Late nominations will not be accepted.
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Nomination Form

Nominee Information:
Individual Nominee’s Name or Group/Club Name:
__________________________________________________________________________

Nominee Classification: _____Student_____Staff_____Faculty_____Group/Club
Nominee Contact Information
If a Group/Club, Contact Person’s Name: ______________________________________
Phone: _________________________________________________________________
Email Address: ___________________________________________________________

Nominator Information:
Nominator’s Name: _______________________________________________________
Nominator Classification: ___Student_____Staff_____Faculty_____Group/Club
Contact Information
Phone: _________________________________________________________________
Email Address: ___________________________________________________________

On a separate page, write your 1 page nomination. Up to two additional letters of support can be included.

Name of Award Nominated For (please choose one):
Individual Awards

- Emerging Student Leader of the Year
- Student Leader of the Year
- Student Employee of the Year
- Commitment to Diversity
- Faculty/Staff Mentor of the Year
- Student Mentor of the Year
- Commitment to Service

Group Awards

- Commitment to Diversity
- Student Group of the Year
- Commitment to Service
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Student Leader of the Year

Purpose

The Student Leader of the Year award recognizes a junior or senior student who has shown outstanding leadership during his or her University of Utah experience. Through innovation, motivation, initiative, and perseverance, this person will have demonstrated a commitment to creating positive change in our campus community.

Eligibility

The student must be at least a third year (junior) student at the University of Utah. The student must have improved the quality of the organization(s) he or she has been involved in, involved in the activities of the organization, connected with students from the organization, and contributed significantly to the organization(s). This individual will have demonstrated commitment to the goals of his/her organization and exhibited individual leadership while keeping the group in mind. Most importantly, this individual will have worked to motivate the actions and ideas of the organization to better the University community.

Suggested Writing Topics*

In writing a nomination for the Student Leader of the Year, you may write about the following topics, but you are not limited to the topics listed below:

- How does this individual go above and beyond?
- How does this individual support and encourage the organization(s) he or she is involved in?
- What role does this individual play in the organization(s)?
- What has this individual done to inspire you?
- Describe the student’s leadership accomplishments.
- Describe the impact the student has made on campus.
- Describe the student’s level of commitment to their area of leadership.
- How is it that you are aware of this student’s leadership?

*Remember that all of the suggested writing topics do not need to be answered. The suggested writing topics are here to help you write a strong nomination.
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Emerging Student Leader of the Year

Purpose

The purpose of the Emerging Student Leader of the Year award is to recognize a well-rounded first or second year student who demonstrates leadership based on their early college experience.

Eligibility

The student shows initiative by being involved in leadership positions through organizations and groups across campus. This student must be a first or second year student.

Suggested Writing Topics*

In writing a nomination for the Emerging Student Leader of the Year, you may write about the following topics, but you are not limited to the topics listed below:

- With which organization(s) does he or she work and what is his or her role within the group?
- Describe his or her leadership style.
- How does this individual go above and beyond?
- What characteristics make this student a great leader?
- Describe the student’s leadership accomplishments.
- Describe the impact the student has made on campus.
- Describe the student’s level of commitment to their area of leadership.
- How is it that you are aware of this student’s leadership?

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Student Employee of the Year

Purpose

This award will recognize one student who demonstrates extraordinary leadership in a paid work position. The job or position needs to be an on-campus job at University of Utah.

Eligibility

This award will recognize a student who works one or multiple on-campus jobs in the year of 2012-2013 and demonstrates significant leadership qualities in their position(s).

Suggested Writing Topics*

In writing a nomination for the Student Employee of the Year, you may write about the following topics, but you are not limited to the topics listed below:

- What position(s) and job(s) is this student involved in?
- What has the student done in his or her position to deserve this award?
- How does this individual go above and beyond?
- How does this individual support and encourage the organization(s) he or she is involved in?
- What role does this individual play in the organization(s)?
- What has this individual done to inspire you?
- Describe the student’s leadership accomplishments.
- Describe the student’s level of commitment to their area of leadership.
- How is it that you are aware of this student’s leadership?

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Commitment to Diversity

Purpose

The purpose of the Commitment to Diversity award is to recognize either an individual or a student group who exemplifies a passion for and commitment to diversity.

Eligibility

Given to a student or a student group that actively promotes or facilitates diversity related communication or programming.

Suggested Writing Topics*

In writing a nomination for the Commitment to Diversity award, you may write about the following topics, but you are not limited to the topics listed below:

- What does this student or student group do to communicate diversity related topics?
- What does this student or student group do to program around diversity related topics?
- Describe the student or student groups leadership accomplishments.
- Describe the impact the student or student group has made on campus.
- Describe the student or student group’s level of commitment to their area of leadership.

*Remember that all of the suggested writing topics do not need to be answered. The suggested writing topics are here to help you write a strong nomination.
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Faculty/Staff Mentor of the Year

Purpose

The purpose of the Faculty/Staff Mentor of the Year award is to recognize a faculty or staff member who serves as a mentor to students and/or student organizations on campus.

Eligibility

This mentor award will be chosen on the basis of his or her involvement and investment in the students or organizations he or she works with and the amount of guidance and support offered when needed.

Suggested Writing Topics*

In writing a nomination for the Faculty/Staff Mentor of the Year, you may write about the following topics, but you are not limited to the topics listed below:

- How has this individual contributed to the growth and development of the student(s) he or she mentors?
- What is the most memorable thing he or she has done for the student(s) or organization?
- What impact has he or she had on the campus and the student(s) he or she was involved with?
- Describe how the mentor supports the goals and mission of the university.
- Describe the mentor’s leadership accomplishments.
- How is it that you are aware of this mentor’s leadership?

*Remember that all of the suggested writing topics do not need to be answered. The suggested writing topics are here to help you write a strong nomination.
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Student Mentor of the Year

Purpose
The purpose of the Student Mentor of the Year award is to recognize a student who has been a mentor to another student, student group, or exemplified mentorship in some aspect at the University of Utah.

Eligibility
This student must have had mentorship experience in the year of 2012-2013. The student has displayed leadership qualities. The student is a positive role model to all students across campus.

Suggested Writing Topics*
In writing a nomination for the Student Mentor of the Year, you may write about the following topics, but you are not limited to the topics listed below:

- How has this individual contributed to the growth and development of the student or organization he/she mentors?
- What is the most memorable thing he or she has done for the students or organization?
- What impact has he or she had on the campus and the students he or she was involved with?
- Describe how the mentor supports the goals and mission of the university.
- Describe the mentor’s leadership accomplishments.
- Describe the student’s level of commitment to their area of leadership.
- How is it that you are aware of this mentor’s leadership?

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Commitment to Service

Purpose
Service takes shape in many different ways—through volunteering, activism, and advocacy. This award recognizes the enormous contribution made by an individual or group of individuals in the 2012-2013 year.

Eligibility
This nomination can be for either an individual or a group who demonstrate excellent service to the University or to the community.

Suggested Writing Topics*
In writing a nomination for Commitment to Service award, you may write about the following topics, but you are not limited to the topics listed below:

- Date of the act(s) of service (if available).
- Purpose of the act(s) of service.
- Describe the planning, execution, and outcome of the service provided.
- How did the act(s) of service better or educate those that participated?
- Who and how many people benefitted from the act(s) of service?
- Reason for nomination.
- If this is a group nomination, how did this organization or group make an effort to reach new students?
- What goals were set before the act(s) of service, and how have they been achieved?

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Student Group of the Year

Purpose

The purpose of the Student Group of the Year Award is to recognize a student group that demonstrates significant leadership qualities and outstanding contributions to the University of Utah.

Eligibility

The student group must have contributed to the overall well-being of the University of Utah. This organization will have actively and continually worked to improve the University of Utah's community. Creativity, innovation, and sustainability in programming exemplify this organization. Feel free to nominate your own organization if you feel your group meets the criteria.

Suggested Writing Topics*

In writing a nomination for the Student Group of the Year, you may write about the following topics, but you are not limited to the topics listed below:

- Reason for nomination.
- How did this organization or group make an effort to reach new students?
- What goals were and how have they been achieved?
- What has this student group done to promote success at the University of Utah?
- What leadership qualities does the group exemplify?
- Why do you believe this student group deserves the award?
- How does this group go above and beyond?
- How do the members of the group support and encourage the organization?
- How do the members of the group work together to achieve an overall goal?

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