Irene Rose Community Service Award

**Purpose:** This award is to encourage and reward commitment to community service.

**Overview:** The Irene Rose Community Service Award is presented through the generosity of the Georgia College Foundation annually to one individual, and is named in honor of the late Irene Rose, an exemplary community servant. To be eligible for nomination, an employee must (1) hold full-time faculty status, and (2) be in at least the third year of employment at Georgia College. This award recognizes exemplary community service. For a previous recipient to be nominated, at least five years must have passed since the faculty member’s most recent recognition with this award.

Candidates for this award must be nominated by a faculty member, department chair, or dean. Self-nominations and nominations from students will not be accepted. It is the responsibility of the nominee to ensure completion of the application portfolio.

Recipient of this award will receive a $500 check from the Georgia College Foundation.

The award is not necessarily made annually.

**Criteria:** The nomination must include evidence that the community service is exemplary and noteworthy. The criteria for this award include the following, but are not limited to:

1. Service to the Central Georgia community.
2. Service while employed at Georgia College.
3. A consistent record of service over a period of time as distinct from a one-time contribution.
4. Service includes one or more of the following, but is not limited to the following:
   a. Uniqueness of performance of service beyond normal expectations.
   b. Development of a public service contract/grant that benefits the Central Georgia community.
   c. Exemplary service to support the function of the university-wide mission.
d. Leadership in one or more community service activities with a visible campus connection.
e. Excellence in Continuing Education instruction or supervision.

**Required Documentation:** Nomination portfolios for this award are limited to 16 pages (in a font no smaller than 12 point, single line spacing, 1 inch margins including top and bottom), excluding the application form. Each portfolio must include the following information:

1. **Faculty Excellence Application Form.**
2. **Nomination Letter.**
   a. Letter from nominator highlighting noteworthy community service contributions using stated criteria.
   b. Maximum of two pages.
3. **Community service narrative.**
   a. Nominee will describe their community service. Community service can be described in a number of ways, including but not limited to:
      i. Continuing education courses taught by the nominee.
      ii. Leadership/involvement in community service with campus visibility.
      iii. Service performed to promote Georgia College’s service mission.
   b. Maximum of 4 pages.
4. **Documentation of community service.**
   a. Using the community service narrative, nominee will provide documentation.
   b. Maximum of 6 pages.
5. **Letters of Support.**
   a. Two letters of support from colleagues qualified to comment on the value and quality of nominee’s community service.
      i. Letters can come from Georgia College employees and/or community members. Letter writers must describe their relationship with the nominee.
   b. Maximum of two pages per letter.

Portfolio will have the following sections and headings, please do not add sections.

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<th>Section</th>
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<td>Letters of support</td>
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**Total Maximum Pages**  
16

Required formatting: No font smaller than 12 point, single line spacing, 1 inch margins including top and bottom.

All documents must be combined into a single pdf file and submitted by email.

Portfolios that exceed 16 pages or do not meet formatting requirements will not be accepted.

**Due Dates:**  
Nominations to Dr. Steve Jones by: February 13, 2015  
Nominees notified by: February 16, 2015  
University selection by: April 8, 2015  
Award recipient notified by: April 10, 2015