



## Vice-Chancellor's Awards for Community Service - Nomination Form

The **Vice-Chancellor's Award for Community Service** recognises outstanding achievement for service by individuals or groups of staff to the community through charitable service, work within community organisations or other community-based activity.

**Type of Nomination**

Check  one box

**Individual**

**Group**

**Contact Details – Person making the nomination**

<b>Name:</b>	
<b>Position:</b>	
<b>Section:</b>	
<b>Email:</b>	
<b>Telephone:</b>	

**Contact Details – Person/s being nominated (if different from above)**

(for individual nominee, or nominated contact person for group nominations)

<b>Name:</b>	
<b>Position:</b>	
<b>Section:</b>	
<b>Email:</b>	
<b>Telephone:</b>	

Please list names of other team members (for group nominations only) - add additional team member details as necessary:

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Section:</b>		<b>Section:</b>	

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Section:</b>		<b>Section:</b>	

**Description of service to the community on which this nomination is based  
(Maximum length 800 words)**

**Response must include:**

**(a) Aim**

**(b) Achievements**

**(c) Benefits for the community**

**Referees** (please nominate **two** referees and attach their written statements (1 page maximum) in response to the specific selection criteria. At least one **must be from a member of the community involved in the service**).

1.

Name:	
Position:	
Section:	

2.

Name:	
Position:	
Section:	

## **Vice-Chancellor's Award for Community Service**

As USQ is embedded in and enjoys close ties with its communities, so USQ's employees are an integral part of these communities and serve their community in a wide range of ways. The annual Awards for Community Service seek to recognize employees who have made outstanding contributions to the community.

Applicants **MUST address at least one** of the following criteria.

### **Award Criteria:**

- a) Extending the University's core values through service to the community
- b) Demonstrated community service or contribution over a sustained period of time that has had a significant community benefit
- c) An outstanding response in time of crisis or need within the community
- d) Leadership in a particular area of community activity
- e) Community service that has enhanced the reputation and standing of USQ in the community

### **Please:**

1. provide details of how the application meets the criteria in a separate word document of no more than two pages;
2. Clearly state which criteria/criterion you are addressing; and
3. Ensure you include data or other evaluation evidence of your achievement/s.

**Declaration**

**Individual Nominations**

I \_\_\_\_\_ (*name of nominee*) accept nomination for a Vice-Chancellor’s Award for Community Service.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Group Nominations**

We

\_\_\_\_\_ (*names of group members*) accept nomination for a Vice-Chancellor’s Award for Community Service

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Submission Date**

Nominations must be submitted by the due date to [HR Notices](#). Late applications will not be accepted.

**Nomination Checklist:**

- Complete and signed Nomination Form
- Statement addressing criteria/criterion (Up to 2 pages)
- Two referee statements addressing criteria/criterion (up to 1 page each)