



College of Arts & Sciences Volunteer Service Award

Attached you will find the selection criteria and nomination form for the Volunteer Service Award for the College of Arts & Sciences at the University of Tennessee, Knoxville.

Please follow the procedure outlined to ensure that all nominees are evaluated equally by the selection committee. Please return the required information to Teresa Volkodav-Crabtree via mail, fax or email to the address listed below.

All nominations will be reviewed by the selection committee. Winners will be notified and invited to attend the College of Arts & Sciences Annual Awards Dinner, held in September in association with the fall meeting of the Dean's Advisory Board.

**The University of Tennessee
College of Arts & Sciences
Office of the Dean
312 Ayres Hall
1403 Circle Drive
Knoxville, TN 37996-1330**

Email: tvolkoda@utk.edu

Fax: (865) 974-4352

Deadline for nominations: April 22

For questions or more information, please call (865) 974-1815

The College of Arts & Sciences Volunteer Service Award

Purpose:

The College of Arts & Sciences Volunteer Service Award recognizes exceptional service or long-term, continuing service of leadership to the College of Arts & Sciences or to a department or program within the College. It is designed to publicly acknowledge those individuals – alumni or friends – who have given significant amounts of time and talent over an extended period of time.

Eligibility:

- Be an alumnus/alumna or friend of the College of Arts and Sciences
- Contributed significant amounts of time to the betterment of the College of Arts & Sciences or to one of its academic departments, schools, or programs
- Exhibited a passion for the College of Arts & Sciences or a unit therein through a long-time association

Frequency:

One College of Arts & Sciences Volunteer Service Award may be given annually

Selection Procedure:

There will be a common procedure for nominations for all College of Arts & Sciences Awards. Nominations can be made by any person affiliated with the College of Arts & Sciences and must be submitted to the Office of the Dean on an official nomination form. The responsibility for completing nomination forms lies with the nominator/s.

Required for nomination:

- Cover letter / nominating statement
- Completed nomination form

Optional information:

- Resume
- Letters of recommendation with contact information (up to three will be accepted)

The awards will be selected by members of the College Award Selection Committee, which consists of one faculty representative from each Division plus Interdisciplinary Programs and the Executive Director of Development. The Committee will submit its recommendations to the Dean of the College of Arts and Sciences for final approval.

Recipients, family members (within reason) and their nominees will be invited to the College of Arts & Sciences Annual Awards Dinner, to be held in September in association with the fall meeting of the Dean's Advisory Board. If an award recipient cannot attend, a family member will be encouraged to attend in his/her stead.



**The College of Arts & Sciences
Volunteer Service Award
Nomination Form**

We are seeking nominations for the College of Arts & Sciences Volunteer Service Award. Please complete in full and include any supporting documentation of the nominee's activities and accomplishments.

Please complete this form and return to Teresa Volkodav-Crabtree via email at rvolkoda@utk.edu, fax to 865-974-4352 or mail to her attention: College of Arts & Sciences, Office of the Dean, 312 Ayres Hall, Knoxville TN 37996-1330.

Deadline for nominations is April 22.

NOMINEE INFORMATION

Name: _____

Home Address: _____

City/State/Zip code: _____

Home Phone: _____ Cell Phone: _____

Business Address: _____

City/State/Zip code: _____

Business Phone: _____ Email: _____

BIOGRAPHICAL INFORMATION

Occupation: _____

Business/Institution/Organization Name: _____

Position: _____



EDUCATIONAL INFORMATION

Major: _____

Degree: _____

Class Year: _____

1.) Describe the characteristics that make the candidate an outstanding choice for the College of Arts & Sciences Volunteer Service Award.

2.) Describe any associations that the candidate has had with the College of Arts & Sciences and/or its departments or programs.

3.) Describe the impact that the candidate's engagement has had on the College of Arts & Sciences and/or its departments or programs.

4.) Please include any other significant information for the committee to review.

5.) Will the candidate be able to commit to attending an awards ceremony in his/her honor?

Nominated by: _____

Address: _____

Phone Number: _____

Email: _____