This form is required for the nomination of individuals for Staff Recognition for Community Service Award. There is a separate form for the Staff Recognition for Support Staff and Administrative/Professional Staff. Nomination materials include 1) the letter of nomination, 2) three letters of support describing the candidate’s contributions, and 3) the nomination form.

A maximum of three (3) single-page letters of support per nominee will be accepted. Letters must be legible, either typed or written clearly.

Nominee's Name and Dept/Address:

Volunteer Service:

   Community:

   State/Regional/National level:

Describe Nominee’s active involvement in:

   Professional Organizations:

   MSU-Billings:

   Community Organizations:

   Community Events:

Describe how this volunteer service and/or involvement benefits the Community:

Please continue on page 2.
Describe how nominee's service and/or involvement has enhanced the image of MSU-Billings public relations:

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

Describe if applicable, any honors received on behalf of nominee's community service:

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

Nominator's Name and Dept/Address:

_____________________________________________________________________________________________________________________

Submit your nominations no later than 5:00 p.m., March 27, 2020 to: employment@msubillings.edu or Staff Recognition Awards, MSU Billings Human Resources, 1500 University Drive, McMullen Hall 310, Billings, MT 59101, (406) 657-2278.