Community Spirit Award

Preamble
The Community Spirit Award recognizes the significant contributions of Purdue University employees to the life and welfare of the local community and its people. It shall be presented for outstanding community service, public service and/or significant charitable or philanthropic contributions of benefit to the local community.

The award is given in recognition of outstanding service to the community, society and humanity. The acquisition of wealth, business achievements and positions, academic scholarship, or achievements in any other field of human endeavor is not part of the selection criteria.

Purpose
Recognizing and honoring volunteers sets a standard for service, encourages a sustained commitment to civic participation, and inspires others to make service a central part of their lives. APSAC and CSSAC seek to foster such commitment by recognizing individuals who meet the highest standards of sacrifice and volunteerism in the local community.

Criteria
The award recipient must demonstrate a commitment to community service, public service, and/or significant charitable or philanthropic contributions of benefit to the community. This commitment may be reflected in a variety of activities, programs and initiatives which have served the needs of the local community.

Recipients of this award should exemplify one or more of the following characteristics:

- Engage in the creation, organization, and/or mobilization of volunteers, groups and resources involved in projects benefiting the greater community.
- Demonstrate sustained commitment to meeting community needs.
- Utilize unique and creative approaches to meeting community needs.
- Develop and foster the virtues and skills of civic engagement and social responsibility.
The local community shall be defined as encompassing the cities of Lafayette and West Lafayette, Tippecanoe County, and the seven contiguous counties.

**Eligibility**

Recipients must be an employee of Purdue University at the time of award. In addition, the contributions being recognized must have occurred while the recipient was employed by the university.

All full- and part-time, exempt and non-exempt employees of the university are eligible.

Faculty, undergraduate students, graduate students, and post-doctoral students are not eligible.

Members of APSAC and CSSAC are not eligible.

**Process**

Any organization or individual, inside or outside the university, can nominate someone for recognition. Nominations will be accepted during the Spring Semester. The nomination period will kick off each MLK Day in January and run through May 31st.

Nomination forms will be available on-line at both the APSAC and CSSAC web sites. Completed forms can be submitted electronically via either of the two web sites.

Each summer the joint sub-committee will evaluate all nominations. The sub-committee may, at its discretion, request suitable references or supporting documentation.

The number and quality of recommendations will determine the number of awards given. There will be one primary honoree; any other awards will be honorable mentions.

Awards will be presented during the Fall Semester.

**Notification**

Honorees will be notified by the APSAC and CSSAC committee chairs in a joint communication.

The joint sub-committee will provide information on the award to the news media and coordinate media coverage of the award ceremony.
**Award**

The joint sub-committee shall request the nominating party introduce the primary honoree.

The Vice President of Human Resources shall present the awards.

The primary award shall be a plaque or standing award. Honorable mention awards shall be a framed certificate. All awards shall incorporate the APSAC and CSSAC logos.

The committee chairs shall request additional recognition in the form of a congratulatory letter from the President of the University.

APSAC and CSSAC shall seek endowment of the award by the university, an individual, or an organization.

**Attachment: Nomination Form**