



Recognition Awards
CEANY Regional & Charles A. Burns
Outstanding Adult Continuing Education Student Nomination Form

AWARD DESCRIPTION

The Regional & Charles A. Burns Outstanding Adult Continuing Education Student awards recognize adult students from the three CEANY Regions (East, West and South) who have achieved excellence by demonstrating persistence, drive and success in overcoming obstacles to achieve their educational goals. Regional winners are forwarded for state-wide consideration of the annual Charles A. Burns Outstanding Adult Continuing Education Student Award.

REQUIREMENTS

1. Nominations must be made by a current member of CEANY in good standing.
2. Each affiliate institution may nominate one adult student who was enrolled in a course or program during the past academic year.
3. Nominations must be for accomplishments during the academic year preceding the conference.

Nominations will be forwarded to regional chairs for the selection of a Regional Outstanding Adult Continuing Education Student award recipient (one each in East, West and South Regions). All regional winners will be acknowledged at the CEANY Annual Conference and will receive a cash award of \$1,000.

The CEANY Resolution & Awards Committee will select the state-wide Charles A. Burns Outstanding Adult Continuing Education Student Award winner from the three regional winners. The state-wide winner will be given an additional \$1,000 scholarship and will be invited to attend the annual CEANY conference to receive the award in person. Conference fees and the cost of the banquet will be waived and an overnight stay provided. Transportation and payment for any guests are the recipient's responsibility. (Note: Regional winners will receive a scholarship award of \$1,000, and if chosen as the state-wide winner will also receive an additional \$1,000 scholarship award.)

NOTE: If selected, winner agrees that CEANY may use the application and award information on the website and in conference information. Further, winner agrees that CEANY may use any photographs of the award ceremony in promotional materials.

SUBMISSION INSTRUCTIONS

Complete and submit nomination form and attachments electronically to nominations@ceany.org

- a. The award form by itself will not be considered a complete application without the required attachments described below.
- b. When submitting, the name of the award followed by the nominated party must be written in the subject line of the email with nomination material. For example: Outstanding Student Award: Mason Smith
- c. The award application form and attachments must be received as 1 "package."
- d. The maximum entire packet must not exceed 10 pages.
- e. All award documentation must be attached documentation, not links.
- f. The award must be received by the deadline date. No late submissions will be considered.
- g. CEANY will forward your nomination to the appropriate Regional Chair for consideration for the Regional Outstanding Student Awards.



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2. Attach required documentation

- a. CEANY Nomination Form including a 500 word or less summary of the nominee’s qualifications
- b. Two (2) Letters of Support describing the nominee’s qualifications; one letter must be from the nominating CEANY member institution
- c. Additional documentation that illustrates and supports his/her exemplary illustration and demonstration of the highest level of commitment to bettering him/herself thru continuing his/her education, overcoming obstacles (not limited to educational), and achieving success. Quality and quantity of documentation is important.

Please check appropriate affiliation:

CUNY SUNY Other: _____

Nominee / Contact Name	Position
Institution	Telephone Number
Mailing Address (City, State, Zip)	Email Address
Nominator / Submitted by (if different than above)	Position
Institution	Telephone Number
Mailing Address (City, State, Zip)	Email Address

Please summarize the nominee’s qualifications for this award in 500 words or less.