



## Recognition Awards Certificate of Appreciation Nomination Form

### AWARD DESCRIPTION

The Certificate of Appreciation Award is intended to recognize an individual who has made exemplary contributions in support of CEANY activities. This may include support of CEANY conferences, continuing education programs, operations, faculty, students, etc. It is for college/continuing education professionals and staff who fulfill the below “Criteria.”

### CRITERIA

1. Nominations must be made by a current member of CEANY in good standing.
2. Nomination must be for a current member of CEANY in good standing, self nominations are acceptable.
3. Nomination must be from within the last year of annual conference.
4. Exhibition of high standards of competency in performing a task or project, as measured against customary practice in the profession.
5. Expenditure of time and energy beyond the routine requirements of the job or project. In general taking the “extra step” – hard to define, but easy to identify.
6. Candidate must have working knowledge of the background and mission of CEANY (e.g. support staff should have a clear understanding and appreciation of the organization, not simply following orders).

### SUBMISSION INSTRUCTIONS

1. Complete and submit nomination form and attachments electronically to [nominations@ceany.org](mailto:nominations@ceany.org).
  - a. The award form by itself will not be considered a complete application without the required attachments.
  - 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: Certificate of Appreciation Award: Mason Smith
  - c. The award application form and attachments must be received as 1 “package.”
  - d. The maximum entire packet must not exceed 7 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. Additional attachments are not required, but are welcome (i.e, letters of support).

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



**Recognition Awards**  
**Certificate of Appreciation Nomination Form**

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.