



## **The James C. Hall Jr. Exemplary Program Awards**

### **Programming: Exemplary Non-Credit Program Development Award Submission Form**

THE JAMES C. HALL JR. EXEMPLARY PROGRAM AWARDS RECOGNIZE INNOVATIVE AND EFFECTIVE PROGRAMMING AND MARKETING ACTIVITIES THAT MAKE A CONTRIBUTION TO THE FIELD OF ADULT AND CONTINUING EDUCATION. 3 COMMON QUALITIES OF EXCELLENCE ARE REFLECTED IN ALL OF THESE AWARDS: INNOVATION, WHICH INCLUDES NEW TOPICS, NEW IDEAS, AND NEW OR IMPROVED COMBINATION OF EXISTING OR TRADITIONAL IDEAS APPLIED TO THE FIELD OF ADULT OR CONTINUING EDUCATION. QUALITY AND EFFECTIVENESS, WHICH REFLECTS HOW WELL THE PROGRAM, ACTIVITY, OR SERVICE FULFILLED ITS STATED OBJECTIVES. CONTRIBUTION TO ADULT OR CONTINUING EDUCATION, WHICH CONSIDERS THE DEGREE TO WHICH A PROGRAM OR PROCESS MAKES AN ONGOING CONTRIBUTION TO ADULT OR CONTINUING EDUCATION AND CAN BE REPLICATED BY OTHER INSTITUTIONS.

#### AWARD DESCRIPTION

The Programming: Exemplary Non-Credit Program Development award is offered for programs that are creative, successful, and/or innovative. In addition these programs may have provided new direction for your institution or allowed you to serve a new population. These may be individual courses, seminars, events, or a series. Please provide specific information on the following and a narrative describing why you feel the program is exemplary.

#### 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.

#### 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: Exemplary Non Credit Program Development Award: City College
  - 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. Additional documentation is not required, but may be included.

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.



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NON CREDIT PROGRAM DEVELOPMENT TITLE: \_\_\_\_\_

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

Name of Program

Basic Program Description

Semester Developed

Program Dates or Semester(s)

Type of Program

(training, enrichment, youth, seniors, etc.)

Rationale for Application

(level of success, uniqueness, innovation, creativity, popularity, revenue-producer, etc.)

Target Market/Audience

Number of Participants

Fees

Funding Sources

Background/History

Program Details

Contribution to Continuing

Education

Partners (if applicable)

Additional Comments

List of Attachments

Please include attachments that describe (no more than 10 pages) or visualize this nomination.