**CIG Service Award Nomination Form Due: April 1, 2016**

 **CIG SERVICE AWARD**

**Full Name of Nominee**

**For Contributions to (Division, Cluster, Specific Commission or Interest Group):**

**Name of Cluster/Commission/Interest Group:**

Title

Department/College

Institution

Mailing Address

City State/Province Postal Code Country

Telephone ( ) - Fax ( ) - E-mail

**NOMINEE BACKGROUND:** Is nominee a current member of NACADA: **🞎** Yes **🞎** No

# of years as a NACADA member: # of years as member of this commission/interest group:

**NOMINATOR(s)**

Name(s)

Title

Department/College

Institution

Mailing Address

City State/Province Postal Code Country

Telephone ( ) - Fax ( ) - E-mail

Please provide the following information in the order listed below (including letters):

1. **This completed nomination form**
2. **Supporting letter from the nominator**, providing evidence of nominee’s
3. Active participation in commission, interest group, and/or steering committee activities
4. Length of commission or interest group membership
5. Length of NACADA membership
6. Presentations at annual/regional/state conferences on CIG-related topics
7. CIG-related contributions to the NACADA Journal, Academic Advising Today, and other publications
8. Contributions to the local campus in support of NACADA goals and objectives
9. General willingness to work on commission, interest group, cluster and/or division needs and tasks such as:
	* Recruiting NACADA members to participate in CIG-related projects
	* Recruiting conference speakers to give presentations on CIG-related topics
	* Evaluating conference proposals for the CIG division
10. Other appropriate examples of contributions and commitment to the specific goals and objectives of a commission, interest group, or cluster.
11. **Letters of support from commission colleagues** (not to exceed three letters)

**Nominations must be submitted via the *submission portal*** at [http://nacada.ksu.edu/conferences/awards/NM01Login.php](http://nacada.ksu.edu/conferences/awards/NM01Login.php%20) **no later than April 1, 2016.**

Please visit <http://www.nacada.ksu.edu/Events-Programs/Awards/CIG-Service-Awards.aspx> for further information.

Awards will be announced *after* May 31, 2016. If you have any questions, call NACADA at (785) 532-5717 or send an e-mail to elshaffer@ksu.edu