

Policy S-1.06
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: **COMMUNITY SERVICE AWARDS**

POLICY: The College of Nursing will acknowledge the community service of students through:

- (1) Community Service Recognition (or Achievement) Award, and
- (2) Excellence in Community Service Award

RATIONALE: Service to the community is in keeping with the mission of the University of Florida and the mission and goals of the College of Nursing. Further, it contributes to the well-being of our citizens and demonstrates altruism, a core value of the nursing profession. Students who have excelled in service activities that demonstrate commitment to the values of the nursing profession and the College are deserving of recognition.

I. GUIDELINES

Students are eligible for consideration of two community service awards presented each year at Commencement: **Community Service Recognition Award** and **Excellence in Community Service Award**.

A. Community Service Recognition Award:

Criteria for a Community Service Recognition Award include the following service activities that are independent of or greatly exceed course requirements.

- Undergraduate students: active participation in three or more community projects during their enrollment in the College.
- Graduate students: active participation in three or more community projects during their enrollment in the College.

B. Excellence in Community Service Award

a. Criteria for an Excellence in Community Service Award include the following service activities that are independent of or greatly exceed course requirements.

- Undergraduate students: active participation in three or more community projects during their enrollment in the College.
- Graduate students: active participation in three or more community projects during their enrollment in the College.

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- b. A leadership role in at least two activities. A leadership role may relate to any component of a project including, but not limited to, public relations and advertising, site preparation, procurement of resources and/or supplies, or preparation of other personnel such as training project personnel.

II. PROCEDURE

- A. Obtain the *Verification of Exemplary Community Service* form (Attachment #1) from the Assistant Dean for Student Affairs office (ADSA) or the Student Policy Handbook located on the College of Nursing webpage.
- B. All applicants must complete Sections I and II.
- Section I documents participation in community service projects including the date, a description of service performed, and sponsoring agent/agency, or supervising faculty.
 - Section II documents faculty recommendation for a community service award.
- C. For consideration of the Excellence in Community Service Award, applicants must complete Section III, a narrative statement describing in 250 words or less, his/her “leadership” role in at least two community service events.
- D. Completed forms must be submitted to the College of Nursing ADSA by March 1st.
- E. Applications will be reviewed by a Student Affairs Task Force comprised of the ADSA and two faculty, including one who teaches Community Health Nursing.
- F. The Student Affairs Task Force members will select awardees for Community Service Recognition Awards and Excellence in Community Service Awards.

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G. The ADSA will forward the list of awardees to the Director of Alumni Affairs and Public Relations for recognition at Commencement.

H. The Director of Alumni Affairs in coordination with ADSA will:

- a. List names of all awardees in the annual Commencement Program.
- b. Prepare letter of recognition for student's permanent College record.
- c. Arrange presentation of one Excellence in Community Service Award at the Commencement Ceremony.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
*Approval	External Affairs and Resources Committee	08/98	11/10		11/10
Approval	Administrative Council				
Approval	Leadership Council	09/98	1/11		
Approval	Dean	10/98	1/11	10/12	

*Note: The External Affairs and Resources Committee (EARC) was disbanded per By-laws changes approved in September 2012.

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Attachment #1

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Verification of Exemplary Community Service

SECTION I:

Student Name _____ Academic program _____ Expected Date of Graduation _____

<u>SEMESTER / DATE</u>	<u>DESCRIPTION OF YOUR INVOLVEMENT IN THE EVENT</u>	<u>SPONSOR / FACULTY</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

SECTION II:

FACULTY RECOMMENDATION: I recommend the above student for a Community Service Recognition Award or Excellence in Community Service Award (circle one) for the following reason(s):

SECTION III:

For Excellence in Community Service Award **ONLY**

Attach a separate page describing in 250 words or less your "leadership" role in at least two of the above events.

SUBMIT TO CON OFFICE OF STUDENT AFFAIRS BY March 1st.

Original to: _____ Student Record Copy to: ___ Student ___ ADSA ___ Urban Campus Director (if applicable) ___ ENV Chair ___ Alumni Affairs/PR Director
