ROOSEVELT UNIVERSITY | CENTER FOR STUDENT INVOLVEMENT

Greetings!

Each year, the Center for Student Involvement at the Chicago campus coordinates the Student Leadership Awards program to recognize outstanding students, student organizations and members of the campus community who significantly enhance learning outside the classroom.

This packet contains a summary of the awards, including criteria and instructions for nomination. All awards require a letter of recommendation, some require supporting documentation. Please review each award description and nomination form carefully for specific requirements. Forms may be duplicated as needed and additional forms are available in the Center for Student Involvement at the Chicago Campus.

Forms are also available on-line at www.roosevelt.edu/csi under the "Leadership" link. Awards to be presented include:

- LEAD Completion Certificates
- Eleanor Roosevelt Society Induction
- Rising Star Award
- Make a Difference Award
- Eleanor Roosevelt Social Justice Award
- Advisor of the Year Award
- Bronze "R" Award
- Student Organization of the Year Award
- Green Key Society Award
- Student Leader of the Year Award

Forms may be submitted to the Center for Student Involvement in Chicago, WB 323. **Forms are due on Thursday April 3th by 5pm.**

Awards will be presented at the Student Leadership Awards Reception at the Chicago campus on Friday, April 25, 2014, at 1:00pm in AUD Congress Lounge. This reception is open to **all** students, faculty, and staff, so please plan to attend!

If you have questions, please feel free to contact the CSI at (312) 341-2015. On behalf of the Student Leadership Awards Selection Committee, thank you for your nominations and support of student involvement at Roosevelt!

Sincerely,
Elizabeth Choporis
Director, Center for Student Involvement

Enclosure

Nominations are due:
Thursday, April 3, 2014 by 5pm

Student Leadership Awards Ceremony:
Friday, April 25, 2014 at 1pm

Student Leadership Awards **Criteria**

Information for all nominations:
Award recipients can be nominated by a staff or faculty member, another student, or themselves. Each award has specific criteria to be met so please review each nomination form carefully for specific requirements. A complete nomination includes the proper nomination form, a letter of support by the nominator explaining the nominee's qualifications, and any other specific criteria listed on the specific nomination form. In addition to considering the specific requirements for each award, the Student Leadership Awards Selection Committee, which is made up of students, faculty, and staff, will verify that each nominee is in good standing with the university and meets the GPA requirement.

Rising Star Award
This award is for the student leader who has shown tremendous growth over the past academic year, and who is an emerging leader in the Roosevelt University community. The nominee should be an active member of at least one registered student organization, including but not limited to SGA, Torch, WRBC, Oyez Review, etc, be respected by their peers, and should demonstrate leadership potential at the university. A minimum of a 2.75 GPA is required for this nominee.

Make A Difference Award
The recipient of this award will be a student who has committed her/his time, energy and resources to making a difference volunteering in the community. Demonstrating his/her passion to serve others is an important quality this nominee should possess. This nominee should have at least a 2.75 cumulative GPA.

Eleanor Roosevelt Social Justice Award
This is awarded to a student who has shown a concern for underrepresented groups and who has improved the lives of others with regard to social justice issues. Students who venture to build upon and advance human relations concerning race, religion, sexual orientation, socioeconomic background, nationality, gender or any other area related to social justice should be nominated for this award. Examples of programmatic efforts and outreach activities, as well as at least a 2.75 GPA, are required for students to be nominated for this award.

Advisor of the Year Award
This award will be presented to an advisor who has contributed significant time, energy, and resources outside of her/his job at the university to a registered student organization. This recipient should actively mentor the students within the organization and be someone to whom the students look for support, direction, and effective representation of the university. Through his/her work with the organization, this nominee should cultivate the leadership of the members.

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Bronze "R" Award

Awarded to a maximum of two currently enrolled students from each registered student organization who have contributed to co-curricular life at Roosevelt University through their participation in the nominating organization. Examples of how the student has contributed to the organization should be mentioned in the nomination, along with leadership behaviors which the student exemplifies through her/his role in the organization. Nominees for the Bronze R Society must possess at least a 2.75 GPA. Recipients must be students who have served the student organization during two consecutive semesters.

Student Organization of the Year Award

This award recognizes outstanding contributions to the Roosevelt University community by a registered student organization. Nominated student organizations will be reviewed on membership, recruitment, programming and service. Organizations that have collaborated with other organizations, academic departments, or offices are prime candidates for this award. Organizations nominated must have been registered and active for at least two consecutive semesters. Organizations should include supporting documentation of the nomination such as pictures, flyers, program descriptions, and letters of support.

Green Key Society

The Activities and Service Honorary Society of Roosevelt University

Green Key Society Membership is open to currently enrolled full- and part-time students, both undergraduate and graduate, who have shown outstanding dedication, leadership, involvement and contributions to co-curricular life at the University. Nominees who have demonstrated a breadth of involvement in a variety of co-curricular activities through their college experience will be considered for induction into this society. Suggested criteria include, but are not limited to: service on a university committee, service in the role of an executive board member in a student organization, and service in the community. To qualify, undergraduate students must have completed at least two semesters at Roosevelt, and graduate students must have completed at least one semester at Roosevelt. Recipients must have at least a 2.75 GPA. Each recipient will receive a medallion to be worn at commencement.

Student Leader of the Year Award

This award is the highest honor given to a student leader at Roosevelt University. Through their leadership skills and initiative, nominees have made a significant impact on the Roosevelt community throughout the past academic year. Nominees will have influenced the development and mentoring of future leaders of Roosevelt. He/she must have demonstrated examples of outstanding service to others and outstanding service within the community. Award recipients will be selected based on breadth and depth of involvement and leadership in co-curricular activities, including membership and leadership of university-sponsored student organizations, leadership in an employment role on campus, service in the community, involvement in professional, academic, and leadership development experiences, and the overall impact on campus life and learning for students. Recipients must have at least a 2.75 GPA. One student will be recognized for momentous achievement at Roosevelt University.

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Rising Star Award Nomination Form

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Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications through his/her on-campus involvement, as outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

Checklist for nominator:

- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining examples of growth and leadership potential

Nominator's signature: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of support is attached
- ❒ Growth and leadership potential are demonstrated and explained
- ❒ Confirmed member of at least one on-campus group or organization nominator listed above
- ❒ GPA requirement is met
- ❒ In good standing with the university

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Make A Difference Award Nomination Form

The recipient of this award will be a student who has committed her/his time, energy and resources to making a difference volunteering in the community. Demonstrating his/her passion to serve others is an important quality this nominee should possess. This nominee should have at least a 2.75 cumulative GPA.

Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

Check list for nominator:

- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining service activities in the past year and listing examples of nominee making a difference through community service

Nominator's signature: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of support is attached
- ❒ Examples of service activities and impact in the community is demonstrated/explained
- ❒ GPA requirement is met
- ❒ In good standing with the university

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Eleanor Roosevelt Social Justice Award Nomination Form

This is awarded to a student who has shown a concern for underrepresented groups and has improved the lives of others with regard to social justice issues. Students who venture to build upon and advance human relations concerning race, religion, sexual orientation, socioeconomic background, nationality, gender or any other area related to social justice should be nominated for this award. A 2.75 GPA are required for students to be nominated for this award.

Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

Check list for nominator:

- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining nominee's concern for the social justice issue(s) and examples of efforts and outreach to underrepresented groups

Nominator's signature: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of support is attached
- ❒ Concern for social justice issues is demonstrated and explained
- ❒ Programmatic effort and outreach activities are described
- ❒ GPA requirement is met
- ❒ In good standing with the university

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Advisor of the Year Award Nomination Form

This award will be presented to an advisor who has contributed significant time, energy, and resources outside of her/his job at the university to a registered student organization. This recipient should actively mentor the students within the organization and be someone to whom the students look for support, direction, and effective representation of the university. Through his/her work with the organization, this nominee should cultivate the leadership of the members.

Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

Name of registered Student Organization: _____

Check list for nominator:

- ❒ Nomination form is completely filled out
- ❒ Letter of support by nominator is attached, explaining nominee's contribution, support, etc. to the student organization
- ❒ Mentorship, support, and direction has been provided to members of the organization

Nominator's signature: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of support is attached
- ❒ Significant time and energy used toward organization is demonstrated
- ❒ Mentorship, support, and direction has been provided to members of the organization

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Bronze "R" Award Nomination Form

This is awarded to a maximum of two currently enrolled students from each registered student organization who have contributed to co-curricular life at Roosevelt University through their participation in the nominating organization. Examples of how the student has contributed to the organization should be mentioned in the nomination, along with leadership behaviors which the student exemplifies through her/his role in the organization. Nominees for the Bronze R Society must possess at least a 2.75 GPA. Recipients must be students who have served the same student organization during two consecutive semesters.

Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

Student Organization: _____

Check list for nominator:

- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining nominee's contribution to the organization and demonstration of leadership potential
- ✓ Nominee has been a member of this organization for two consecutive semesters

Nominator's signature: _____

Advisor name: _____

Advisor email address: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of support is attached__ Examples of contribution and leadership are provided
- ❒ Nominee has been a member of this organization for two consecutive semesters
- ❒ Advisor contacted and verified
- ❒ GPA requirement is met
- ❒ In good standing with the university

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Student Organization of the Year Award Nomination Form

This award recognizes outstanding contributions to the Roosevelt University community by a registered student organization. Nominated student organizations will be reviewed on membership, recruitment, programming and service. Organizations that have collaborated with other organizations, academic departments, or offices are prime candidates for this award. Organizations nominated must have been registered and active for at least two consecutive semesters. Organizations should include supporting documentation of the nomination such as pictures, flyers, program descriptions, and letters of support.

Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. **Supporting documentation, such as event posters, a copy of the online calendar, etc., must be provided.** Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of Nominated Registered Organization:
_____

Organization student contact/leader: -
_____

Checklist for nominator:

- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining organization's programming, campus involvement, collaborations, membership retention and recruitment, etc.
- ✓ Supporting documents, such as event posters, a copy of the online calendar, etc., are attached
- ✓ Organization has been registered for at least two consecutive semesters

Nominator's signature: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of support is attached
- ❒ Supporting documents, such as event posters, a copy of the online calendar, etc., are provided
- ❒ Demonstrates effective membership retention and recruitment
- ❒ Demonstrated RU community outreach and collaboration
- ❒ Organization has been registered for at least two consecutive semesters

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Green Key Society Nomination Form

The Activities and Service Honorary Society of Roosevelt University

Nominees who have demonstrated a **breadth of involvement** in a variety of co-curricular activities through their college experience will be considered for induction into this society. Suggested criteria include, but are not limited to: service on a university committee, service in the role of an executive board member in a student organization, and service in the community. To qualify, undergraduate students must have completed at least two semesters at Roosevelt, and graduate students must have completed at least one semester at Roosevelt. **Recipients must have at least a 2.75 GPA.**

Instructions:

The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves. It is strongly encouraged for students to self-nominate for this particular award.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

___ Undergraduate student ___ Graduate student

Check list for nominator:

- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining nominee's dedication, leadership, and breadth of involvement
- ✓ Nominee has been a RU student for two consecutive semesters if undergrad or one semester if graduate

Nominator's signature: _____

For office use only:

- ❒ Nomination form is completely filled out
- ❒ Letter of recommendation is attached
- ❒ Demonstrates a **breadth of involvement** in a variety of co-curricular Roosevelt activities
- ❒ Undergrad/grad status verified
- ❒ GPA requirement is met
- ❒ In good standing with the university

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Student Leader of the Year Award Nomination Form

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Instructions:
The completed nomination will include this form filled out completely and a letter of support explaining why the nominee should be considered for the award and how s/he meets the qualifications outlined above. Nominees can be nominated by a staff or faculty member, another student, or themselves.

Nominator name: _____

Your Roosevelt email address: _____

Your relationship to nominee: _____

Name of NOMINEE: _____

Class standing: _____ Semesters at Roosevelt: _____

Does nominee meet 2.75gpa requirement? ___Yes ___ No ____Unknown
(CSI staff will check grade point average)

Check list for nominator:
- ✓ Nomination form is completely filled out
- ✓ Letter of support by nominator is attached, explaining the positive influence, mentorship, breadth and depth of involvement and leadership, overall impact on campus life etc.

Nominator's signature: _____

For office use only:
- ❒ Nomination form is completely filled out
- ❒ Letter of recommendation is attached
- ❒ Demonstrates breadth and depth of involvement on campus through service, membership of a student organization, on campus employment, etc.
- ❒ Demonstrates positive influence and impact on campus life
- ❒ GPA requirement is met
- ❒ In good standing with the university

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