2020 MAKING A DIFFERENCE AWARD
California State University, Chico

**Purpose:** To honor a CSU, Chico staff employee who is making a difference through volunteering in activities on campus or in the community outside of their assigned job duties.

**Award:** An award of $1000 will be given each spring to a staff employee. The award will be presented during the annual spring Staff Awards Luncheon. This award is sponsored the Board of Governors of the University Foundation.

**Who Can Nominate:** Any employee of CSU, Chico can nominate a staff employee

**Criteria for Award:** Employee must engage with students, faculty, staff in the University-community or in the communities of the North State and beyond through campus or community volunteering, participation in activities outside their assigned job duties in a transformative manner. A staff nominee should create an environment committed to the active pursuit of philanthropy benefiting the campus and community to encourage social engagement. The nominee should be striving to build a stronger and more vibrant University and community connection in mutually beneficial ways to effect meaningful change in the world around us.

**Who Can Be Nominated:** A nominee MUST be currently employed on a half-time or greater basis as a staff* member of CSU, Chico, Associated Students, University Foundation or Chico State Enterprises the calendar year of 2020.

The following are NOT ELIGIBLE for the Making a Difference Award:
1) A student employee
2) An MPP or faculty member
3) A current member of the Staff Council Executive Committee
4) A current member of a Staff Council Staff Recognition Award Screening Committee
5) A recipient within the past 2 years

The recipient of the Making a Difference Award cannot also be the recipient of the Wildcat Spirit Award, Safety Award, Customer Service Award, or the Staff Employee of the Year award in the same award year.

**The nomination packet must include:**
   a. Completed nomination form (included in this document complete page 2 & 3)

*"Definition of “Staff” employee is defined by Title 5, 42700, page 540 (o). "Nonacademic employees" means an employee who provides non-instructional and non-administrative supporting services such as secretarial, clerical, and maintenance services. A nonacademic employee may have lead responsibility, but normally does not have responsibility for major decisions. Higher academic degrees are not an essential qualification for service as a nonacademic employee.
b. At least one letter of recommendation with a maximum of three from any Chico State employee, student, and/or “customers” of the nominee in their work capacity at Chico State. You may have multiple signatures on letter(s) of recommendation.

It is the nominator's responsibility to follow instructions precisely.

The nomination packet must include:

1) Nomination Packets Due by: **5 p.m. on Monday, March 22, 2021.**
2) Nomination packet must be complete and must be sent via email to stac@csuchico.edu
3) Subject line in the email “RE: Making a Difference Award, Employee Name.”

Please note…
- Nomination packets must be submitted digitally. Hardcopy/paper nomination packets will not be accepted for review.
- Letters of recommendation separate from the completed nomination packet will not be accepted for review.

2020 MAKING A DIFFERENCE AWARD
NOMINATION FORM

California State University, Chico

Nominee

________________________
Department

Job Title

Years of University Service

Nominations will be accepted from any employee of the University and each should be signed by only one person.

Nominees for this award will be announced to campus following the closing of the nomination period.

Refer to page 1 for details on submitting a complete nomination packet.

*Forms and letters will not be returned to nominators; please make copies if necessary.*
Nominator Name  

______________________________

Nominator Signature  

______________________________

Department  

______________________________

Date  

______________________________
Making a Difference Award Nominee Contributions

Please respond to one or both of the following areas and give specific examples for justification. If you feel that you do not have sufficient information in a particular area, you may wish to confer with other persons to obtain the necessary information. Please attach additional pages as needed.

- **University-Wide Service** (describe the contributions, expertise, dedication, and enthusiasm this nominee portrays for university wide events)

- **Community Service** (describe the contributions, expertise, dedication, and enthusiasm this nominee portrays for community wide events)