



Application for Award Presentation at *Celebrate!* Colorado State Awards

The purpose of *Celebrate!* Colorado State Awards is to recognize the contributions of individuals and teams across the Colorado State University campus for their efforts and accomplishments. Awards included in the ceremony represent the highest achievements of members of the CSU community, and inclusion in the ceremony is limited to top honors with a University-wide focus.

To be considered for inclusion in the awards ceremony, this document must be completed by **August 15** of the fiscal year a sponsored department wishes to present the award at the *Celebrate!* Colorado State Awards.

The *Celebrate!* Colorado State Awards Committee will review all submissions and will reply by **September 30** if the award has or has not been approved for inclusion. Final approval is determined by CSU Events and the Office of the President.

To be accepted the award needs to meet the following criteria:

- The award must be open to the entire CSU community. Specific award criteria may narrow the scope of eligibility as appropriate (i.e., scholarship criteria or employment classification); however, awards presented at this event may not be limited to members of one organization or employees of one department/Division.
- **Once approved, the award may not be presented at a different event or publicly announced prior to the *Celebrate!* Colorado State Awards ceremony.**
- Once approved, the award coordinator must agree to follow all timelines and guidelines as directed by CSU Events in order to participate in the *Celebrate!* Colorado State Awards ceremony. If approved: The award questionnaire that describes the award and the recipient will be completely filled out by a committee representative by the first week in March. A CSU Events team representative will provide updates to this process and timeline as needed.

Please answer the following questions in their entirety:

1. Name, Title of award coordinator:

2. Email of award coordinator:

3. Phone of award coordinator:

4. Additional individual(s) that should be included with award communication:



5. Proper name of the award(s) you coordinate (as is should appear):

6. Brief description of award (2-3 sentences):

7. Criteria of the award (who can apply/be nominated, etc.):

8. Number of years the award has been in existence:

9. Describe how the committee advertises the award:

10. Where/how has this award been present in the past (if applicable):

11. Describe the selection process (# of people on the committee, interviews, etc.):

12. If you have more than one recipient, please indicate the total number of recipients for this particular award:
