Nomination Guidelines for Dean’s Community Service Award

The advisory committee for the Community Service Award will review the nominations and select at least one recipient for each of the four categories: faculty, trainee, student, staff.

Eligibility Criteria for Each Award Category
Each nominee must meet one of the criteria below:
- **Faculty (instructor through professor)** must be based at HMS/HSDM or at an HMS-affiliated institution
- **Trainee** must be a house officer, clinical, research or post-doctoral fellow based at HMS/HSDM or HMS-affiliated hospital or institution
- **Student** must be enrolled at HMS/HSDM or under the HMS Division of Medical Sciences
- **Staff** must work directly for HMS or HSDM (i.e., must receive a Harvard paycheck)

Self-nominations are accepted and encouraged.

All nominations must be submitted online.

EXAMPLES of the types of involvement that the committee will consider may include, but are not limited to:
- Service with an established community service organization or faith community that goes beyond what the agency considers to be the work of a routine volunteer.
- Creative effort to develop and/or sustain a new program within an existing service agency;
- An overall commitment to service as shown by duration of involvement in one or more programs;
- Development of a one-time service effort, such as an annual event or a disaster relief effort;
- Helping to found a new independent service or program.

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**NOMINATION FORM QUESTIONS**

- Nominee and Nominator Information
- Nominee’s Community Service Activities
  - Provide the following information about the organization or program in which the nominee serves. It is important to be specific and include as many details as possible. **Please note this organization must have a non-profit (501c) status to receive the donation if it is selected.**
  - Organization Name, Location (City, State)
  - Website URL
  - Mission of the organization
  - Individuals or the community served by the organization
  - Impact of the nominee's service/work on the organization/activity and the community/individuals served
  - Length and frequency of service
- Nominee's work for the organization/activity been:
  - Externally Funded (If yes, specify by whom)
  - Replicated (If yes, specify by whom)
  - Disseminated (If yes, specify by whom)
  - Published (if yes, specify by whom)
- List of other recognitions nominee received for service to this organization or other community service work.
- List other organizations through which the nominee serves and any other relevant information about the nominee’s commitment to community service (if applicable).