

## **UPCEA REGION WEST**

In Honor of Excellence

2014 Awards Application

**CATEGORY: ENGAGEMENT AWARD**

Please complete this form and *email* a copy to the chair listed below. Please note: if your program wins, your institution is responsible for any travel costs to the fall regional conference (Oct. 1-3, Las Vegas, NV) should your institution like to accept the award in person. The Region West winner of this award will be automatically forwarded as a nominee for the UPCEA National Engagement Award.

***Submission must be received by August 8, 2014***

**Criteria and Eligibility**

* A letter of nomination highlighting the partnership’s specific outreach/engagement accomplishments. The partnership must be comprised of a university/college and at least one external partner organization.
* Documentation of the tangible and sustainable impact of the partnership’s outreach/engagement activities on strategic initiatives, citizens, communities, or business and industry. Provide context for evidence by including relevant information about the environment in which the program takes place.
* Letters of support from community constituents describing how the outreach and engagement activities were mutually beneficial to all participants.
1. Name of program:
2. Name and address of institution:
3. Name of program director:
4. Program name to be listed on award plaque (if entry is selected):
5. Starting date of program:
6. Program website:

Please answer the following that apply to the nominated program.

1. Describe program objectives, clientele served and how the program was developed and promoted.
2. To what degree were the program objectives met, i.e. was the program successful in terms of students completing the program and meeting their needs.
3. Discuss the specific impact this program had on individuals, institutions, or the community.
4. Was the program cost effective? Please provide a simple income/expenditure analysis.
5. Discuss specific problems encountered and solved.
6. Discuss the resources each partner provided to the partnership’s activities. Additional points would be awarded to nominations that received additional funding from third parties not involved in the original partnerships (grants, contracts, etc.) to sustain and/or expand the program.
7. Did this program result in research or publications?
8. If your nomination wins, would you or someone from your institution be willing to do a brief presentation about your program during the award luncheon at the fall regional conference in Las Vegas, NV? Please note: if your nomination wins and you are willing to present, your institution is responsible for any travel and conference cost.

( ) Yes ( ) No

1. Please provide us with a short paragraph below (approx. 200 words) describing the program you are nominating (Word format please, not PDF). This will appear on the UPCEA West Region conference website.

**Please *email* this completed document and any supporting material to** **melissa.nakamura@hawaii.edu**

Melissa Nakamura, Awards Committee Chair

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