



Student Organization Awards

2010-2011

Due Friday, April 8, 2011 by 5pm
to the LIVE Program Office

Exceptional Event Award

Intent:

To recognize the student organization which has significantly impacted campus life through the successful planning and implementation of a single event or event series. Single one-time events will not be judged any differently from semester-long or year-long event series.

Criteria:

- Evidence of scope and impact at UAF and/or in the Fairbanks community.
- Evidence of a well-executed promotional plan.
- Evidence of effective leadership and organizational structure.
- Demonstration of networking with other groups or departments (at UAF or in the community) to plan and/or host the event.
- Evidence of financial responsibility in terms of event budgeting (please include whether or not the event was intended to be revenue producing).

Requirements:

- A description of the group being nominated and why this student organization deserves the Exceptional Event honor by specifically addressing the above criteria (no more than **two** double-spaced, single-sided pages).
- At least **two** recommendation letters and no more than **five** letters from any of the following: students, faculty/staff, community members, or anyone else who is familiar with the group and/or the event.
- Additional supporting evidence is recommended but not required. This could include, but is not limited to, copies of flyers or event programs/play bills, budget worksheets, contracts, implementation plans, records of attendance, photos of and articles about the event. A maximum of **five** pages of such supporting material will be accepted.
- All of the above should be turned in together as one packet, paper-clipped or stapled in the above order with the attached cover page filled out on top.
- The event for which the group is being recognized must have taken place after April 2, 2010 and before April 8, 2011.*

Contact the LIVE Program at 474-1959 or email fystuorg@uaf.edu with questions.

*Events taking place after April 8, 2011 will be eligible for next year's award

Exceptional Event Award 2011 Application Cover Page

Student Organization Nominated:

Title of Event:

Date of Event:

Brief Description of Event:

Student Organization Contact Person:

Student Organization Contact Person's Phone & Email:

Date Submitted:

Checklist of attached materials, in the following order:

- Written description of event**
- Recommendation letters**
- Optional supporting evidence**