**Community Leadership Award Nominations Requirements Checklist**

Before starting the nomination submission process, be sure to have all of the following required information and documents available. Please note that when completing the nominations form, you will be asked to complete all information fields and upload each of the documents noted below as separate files.

|  |  |
| --- | --- |
| [ ]  | Nominator’s name, organization, and contact information |
| [ ]  | Candidate’s Full Name |
| [ ]  | Candidate’s Title/Organization |
| [ ]  | Candidate’s Business Mailing Address |
| [ ]  | Candidate’s Work Phone  |
| [ ]  | Candidate’s Email |
| [ ]  | Have you obtained the candidate’s permission to be nominated? |
| [ ]  | Document:Candidate’s curriculum vitae or resume |
| [ ]  | Document:Description of the how the candidate fulfills the criteria described under [Guidelines and Eligibility](https://www.educause.edu/careers/awards-program/educause-community-leadership-award) for this award (750-1200 words/2-4 pages). |
| [ ]  | Documents: Letters of reference for the candidate from current or former colleagues, employers, editors, or associates. The letters should focus on the candidate’s leadership ability, vision, professional skills, and accomplishments (minimum of three letters). |
| [ ]  | Optional Info: Any additional URLs to podcasts, videos, images, or webpages, not included in the above information the committee should review. |