

## **DISTINGUISHED CITIZEN AWARD**

### **POLICY**

The Distinguished Citizen Award citation will be given in recognition of distinguished service to the State University of New York College of Technology at Canton (SUNY Canton) and/or to the community. It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### **ELIGIBILITY**

Nominees will be any citizen that meets the specified criteria list above.

### **PROCEDURES**

Annually, beginning in the Fall of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until November 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.
- The community.

### **Nomination Packet Items**

1. Nomination letter from the nominator(s).
2. Provide the following in writing:
  - Name and position of the nominee
  - A description of the distinguished services, recognitions, facts, or characteristics that is pertinent or informative
  - Brief biography of the nominee
3. At least three (3) supporting letters from non-family members.
4. Optional ~ Additional supporting documentation.

### **PROCESS**

Send completed packet to the President of the College or the Chairman of the College Council – Office of the President, 34 Cornell Drive, Canton, NY 13617 or [youngm@canton.edu](mailto:youngm@canton.edu) – on or before November 1.

After receipt of the nominations, the Council Secretary will forward copies of all documents to the Council for review prior to the spring award meeting of the Council.

The Council will act on the nominations at their spring award meeting.

**AWARD**

The award will consist of a framed citation and cash award to be awarded at the Faculty and Community Awards Dinner by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.