

## The Joliet Junior College Extraordinary Service Award

Joliet Junior College's *J. D. Ross Extraordinary Service Award* (ESA) is the highest award bestowed by Joliet Junior College (JJC). The annual award has been developed by the JJC Board of Trustees to honor community members who have given outstanding service to JJC Community College District 525.

### Guidelines

#### **Nominees**

1. Nominees must be residents of or perform service in JJC Community College District 525.
2. Nominees must be personally responsible for having affected or substantially contributed to a major accomplishment through community service for the benefit of the people of a community or communities within the district.

#### **Nomination Information**

3. The four area of extraordinary service are defined as and may take the form of:

##### **Humanitarian Service**

##### **Distinguished Public Service**

##### **Scholarly Service**

##### **Creative Attainment**

- 3(a) The award is restricted to a maximum of two (2) recipients per year. Standards for the award are extremely high; therefore, there may be only one recipient selected, or no recipients selected by the ESA Board of Directors in a given year.
- 3(b) Any individual residing in JJC District 525 can submit a nomination. Only one nomination may be submitted per year by any one individual.
- 3(c) Nominations must be received in the President's Office and/or postmarked by April 4 at 5 p.m. or before for consideration. Nominations received in the JJC President's Office and/or postmarked after April 4 will be considered for the following year.
- 3(d) Current JJC Board of Trustee members are not eligible to receive the award.

### Procedure

#### **Nominator**

- The nominator should provide information on specific outstanding contributions the nominee has made in District 525.
- The nominator should follow and answer all criteria on the nomination form.
- The nominator must submit a completed nomination form to the President's Office at JJC.
- The nominator cannot be related to the nominee.

#### **Nominations**

- The completed form will be forwarded to the JJC Communications and External Relations Office from the President's Office. Selected staff will verify the information provided in the nomination.
- The nominations will be forwarded to the ESA Board of Directors.

#### **Selection**

- The ESA Board of Directors will select no more than four (4) nominees to forward to the JJC Board of Trustees.
- The Board of Trustees will approve no more than two (2) award winners for the year and must be done by unanimous consent.

#### **ESA Board of Directors**

The Board of Trustees chair, in consultation with the president of JJC, will select The ESA Board of Directors. The ESA Board of Directors is comprised of (a) two (2) members of the Board of Trustees, (b) one (1) member of administrative staff, (c) one (1) member of faculty, (d) one (1) member from the JJC Alumni Board, (e) one (1) member of the community and (f) the president of the College. The ESA Board of Directors will serve as the Selection Committee.

#### **Award and Presentation**

The awards will be presented yearly at the Joliet Junior College May Commencement ceremony. Award recipient(s) will be honored with an honorary degree in distinguished community service and a plaque. A suitable plaque or display with the award recipient's photo will be permanently displayed on the first floor of J-Building at Joliet Junior College Main Campus.