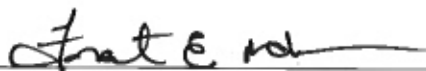


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	STUDENT SERVICE AWARD	Procedure Number:	5-4-107.1
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	5-4-107		

Approved:


President


Chief Student Services Officer

Date

Adopted: 07/01/2004

Date

Revised: 06/11/2019

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Criteria

The Outstanding Student Service Award will be presented at the College's Awards Ceremony to a student who has made outstanding volunteer contributions of personal time and effort to the student body, College, and community.

Nominees will be solicited from student organization advisors, staff who oversee student activities, and faculty. Nominees will be considered in relation to the following:

1. Service to the Student Body

Participation in Student Government Association (SGA) activities, leadership conference(s), workshops, committee assignments, etc.

2. Service to the College

Participation in College sponsored activities such as open houses, student activities, recruiting, etc.

3. Service to the Community

Participation in charitable and civic activities off campus.

The names of the nominee(s) will be forwarded to the Chief Student Services Officer (CSSO).

II. Committee

If more than one nominee is submitted, the CSSO will form an ad hoc committee consisting of the following: two faculty, one first year student, one Student Affairs staff member, and a staff member at large. The chair will be appointed by the CSSO from one of the five members.

III. Selection

The Committee will review nominations and supporting documentation, interview finalists, if necessary, and make a recommendation for the recipient to the CSSO.