

The Mary Martelle award serves as a continuing tribute to those personal qualities and many and varied contributions made by Mary Martelle, a senior secretary in the Office of Student Activities from 1965 until her death in 1976.

Criteria for the Student Honoree: The award is presented in recognition of a student's extracurricular activities through which he/she found a way to enrich the campus community. Qualities to consider are initiative, creativity, responsibility, cooperation, leadership and concern for others. The nominee should be sensitive and knowledgeable about campus needs and should add freshness and a new dimension to either her/his organization(s) or to the people with whom the nominee has been involved.

Criteria for the Staff Honoree: Nominees for this award should be members of the United Staff Association (USA) who have found a way to reach beyond their particular duties and responsibilities to make contributions to the campus community as a whole. While it is important that they exemplify in their daily work a commitment to the University, the primary purpose of the Mary Martelle Award is to recognize contributions above and beyond assigned job duties. Examples of this include, but are not limited to, University (UMM and all-University) and USA committee work; supporting students and student organizations; actively pursuing personal growth and knowledge (via classes, workshops, lectures, etc.); or any other form of contribution that demonstrates a nominee's willingness to 'go the extra mile.'

Eligibility: Only full-time students are eligible for the student award. Students are not eligible to receive the Mary Martelle Award more than once. (The student recipient will receive a certificate and a check for \$300.) All United Staff Association (civil service and bargaining unit) personnel are eligible for the staff award. USA staff are eligible to receive the award more than once, but preference will be given to someone who has not received it previously. A list of previous recipients is available on the USA website. (The staff recipient will receive a certificate and \$500 via payroll.)

Students, faculty, bargaining units, non-bargaining units, and organizations may make nominations to the Functions and Awards Committee. To be considered, nominations must be accompanied by written substantiation.

Upon receipt of the nominations and their written substantiation, a subcommittee of the Functions and Awards Committee, consisting of 1 faculty/P&A, 1 student, and the USA member, will meet and review the nominations and determine the awardees. The subcommittee will be selected by the Functions and Awards Committee chair.