**OTSEGO COUNTY CHAMBER OF COMMERCE 2018 INTERN OF THE YEAR AWARD**

**Eligibility:**

* Must be nominated by an organization located in Otsego County.
* Nominated students must have been registered for one or more of their work terms between September 1st of the previous year and August 31st of the nominating year.
* Nominated students must be a recent graduate (May 2018) or a currently enrolled at Hartwick College or the State University of New York (SUNY), College at Oneonta.

**Award:**

* The award recognizes outstanding achievement in, and contribution to local and regional internships.
* Two students, one from each Hartwick and SUNY Oneonta will be selected.
* The recipient will receive a recognition certificate
* The recipient will be announced and profiled at the annual Otsego County Chamber Small Business Banquet to be held at the Otesaga Hotel on October 11, 2018.

**Additional Information:**

* We request that each organization nominate only one individual for the award.
* The awards committee reserves the right to determine award eligibility.
* If you have a question about eligibility, please contact Barbara Ann Heegan.

**Nomination Pack Includes:**

* Application Form (page 2)
* Student Resume (optional)
* Organization Support Statement

**Site Sponsor/Member Business Support Statement:**

One page double-spaced executive summary briefly discussing the following:  The student’s work-related duties, quantity and quality of work

* Examples of how the student was challenged during their internship
* Any published papers, presentation or other formal presentation of their work (Do not include just discuss)  Any recognition or awards from the organization
* The student’s involvement in the community
* The student’s involvement in improving the organization’s internship program
* The overall impact of this student on the organization at large
* Any other pertinent information to support the nomination

**Process:**

**Deadline: Friday, September 14 2018:** Completed nomination packet must be received by this date.

* Mid September: Interns of the Year, and site sponsors will be notified
* October 11, 2018: Otsego County Small Business Banquet and honoring of 2018 Interns of the Year
* Judging will be completed by the Otsego County Special Projects Committee and a Chamber of Commerce Board Members.
* Students receiving the highest rankings form the judges will be selected as “award recipient” **Nomination packet should be emailed to:**

**Barbara Ann Heegan baheegan@otsgocc.com**  **OTSEGO COUNTY CHAMBER**

**2018 INTERN OF THE YEAR AWARD COVERSHEET**

**Date:**

**Award Applying For:**

\_\_\_\_ Hartwick College Intern of the Year

\_\_\_\_\_ SUNY Oneonta Intern of the Year

**Student Nominee Name:**

Local Address:

Local Phone Number:

Email:

Permanent Address:

Permanent Phone Number:

**Organization Nomination Contact Name:**

Member Business Name /Department:

Address:

Email:

Phone Number:

Intern Supervisor/Job Title:

Student Major: Cumulative GPA:

Number of Internship Terms Completed:

Please list the company name and dates of all Co-Op/Internship terms completed in reverse chronological order:

Organization Name: Dates of Internship Term: **/** to **/**

 (Month/Year) (Month/Year)