

## Letter of Recommendation Guidance

To Whom It May Concern:

The UNLV Office of Government and Community Engagement seeks to support, facilitate, and promote collaboration, partnership, and engagement between the university and its many communities.

In support of its mission, the Office administers an [annual awards program](#) to recognize campus individuals for their exceptional community engagement in the areas of 1) service learning, 2) community-based research, 3) faculty/staff community outreach activity, and 4) student service.

As part of the application process, a letter of recommendation from the primary, off-campus community partner involved with the community engagement activity is required. **You have been identified as the primary community partner associated with a nominee's application for a UNLV Community Engagement Award.**

As a community partner, you play a primary role in UNLV's ability to achieve its [Community Partnership objectives](#). Your perspective regarding your partnership with the university is very important to us. Along with the nominee's application, the information you provide in your letter of recommendation will be referred to during the award recipient selection process.

With this in mind, please consider including, as applicable, the following in your letter of recommendation:

- Very brief description of the partnership, (who, what, and why)
- The role your organization played in designing/developing this partnership
- The partnership's impact on your organization and/or those served by your organization
- How the partnership improved quality of life in the community
- Any additional information you believe is relevant to the nominee's application

Applicants can upload their letter of recommendation when submitting their application on the awards portal. Or, the letter of recommendation can be emailed directly to the awards facilitator, at [unlvcommunityengagement@unlv.edu](mailto:unlvcommunityengagement@unlv.edu). **Letters must be received no later than February 1<sup>st</sup>.** Questions should be directed to the individual who presented you with this document.

Thank you for your partnership and for taking the time to support a nominee's application for a UNLV Community Engagement Award.

Regards,

Tamara Marino, Education & Information Officer  
UNLV Office of Government and Community Engagement