President’s Award Nomination Form

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| Employee Being Nominated: | <Nominee> | | |
| Employee Nominating Above: | <Nominator> | | |
| Nominating Employee Signature: |  | Date: | <Date> |

***Please submit to Human Resources by Friday, March 16, 2018.***

**Award Criteria**

The President’s Award is meant to recognize an administrative or staff employee who has accomplished something exceptional and particularly noteworthy that has had a positive impact on the College and her community. As such, the award should be tied to a specific and exceptional action or achievement rather than awarded for a situation that is consistent with expected performance.

Please describe below the reason for this nomination. Important details to document include the following:

1. When this achievement/accomplished occurred
2. The effort, work and/or ingenuity required for this achievement
3. Any hurdles or difficulties that were overcome in reaching this achievement
4. The ways in which this achievement has had a positive impact on the College and her community

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| <Enter Response> |