**Monthly Staff Recognition Award**

**FY19 Nomination Form Instructions**

**Eligibility:**

With limited restrictions\*, all exempt, non-exempt, contractual, and part-time staff members of St. Mary’s College of Maryland are eligible for the monthly Staff Recognition Award.

\*(1) Sitting members of the Selection Committee are not eligible.

\*(2) A Staff Recognition Award recipient is not eligible for an additional award for one (1) calendar year.

**Format:**

* Complete the attached form available on the staff senate portal, from any staff senate member, or from the main office of each academic and administrative building on campus. Please return the nomination form to Cathy Robinson, carobinson@smcm.edu, drop off in person or by campus mail to Glendening Hall 260, or FAX to 240-895-4916 by 5 p.m. on the third Friday of the month.  You may also call 240.895.4377 and make your nomination over the phone.

**What to Include:**

* Please relay a story or incident that you witnessed or were impacted by that shows
how the staff person you are nominating went over and above their regular job and
why you feel this is to be rewarded.

**Of Note:**

* The Selection Committee will hold all nominations in confidence.
* Nominations not chosen in one month will be carried forward to the next month for consideration for a maximum of three consecutive months
* Monthly winners will be featured in the next issue of the Staff Senate Newsletter.

**Deadline:**

* Completed nominations are due by 5:00 p.m. on the third Friday of each month.

## Monthly Staff Recognition Award

# FY19 Nomination Form

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| --- | --- |
| **Nominee:**       | **Date:**       |
| **Nominated By:**       *Print Name(s)* |      *Staff/Faculty/Student Status*  |

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Employee excellence contributes to the overall mission of the SMCM community. Please relay a story or incident that you witnessed or were impacted by that shows how the staff person you are nominating went over and above their regular job and why you feel this is to be rewarded.

**Thank you for participating in the process of nominating an SMCM staff member for this award! Please make sure the form is completed and returned to Cathy Robinson by 5:00 p.m. on the third Friday of each month.**

# Awards and Recognition Selection Committee:

Catherine Robinson- Chair
Monica Armstrong

Cindy Dale

Sahra Grube

Mary Johnston

Kelly Schroeder