EMPLOYEE EXCELLENCE AWARD

Nomination Form

Note: To nominate an employee for the Excellence Award, please complete and submit this nomination form via courier to Kristen Vaughan, HR – Employee Relations; via e-mail to kvaughan@wcpss.net; or via fax at 850-1922.

Name of Nominee: _____

Position: _____

School/Department: _____

In the space below, briefly describe the employee's accomplishments. A few sentences may be drawn from this description for use in the presentation at the board meeting. If there is something specific that you would like highlighted about the nominee please indicate clearly. Please limit to 100 words if possible.

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Nominated By: _____

Position: _____

School/Department: _____

Phone Number: _____ E-Mail: _____@wcpss.net

Monthly Nominations for the Excellence Award are due by the 2nd Friday of each month.