



SPOTLIGHT AWARD NOMINATION FORM (revised January 2013)

NOMINEE NAME/LOCATION: _____

NOMINATED BY: _____

REASON FOR NOMINATION: _____

Following are some suggested criteria that you can consider when deciding on a nomination. They include, but are not limited to the following: offering additional time outside of normal duties, volunteering for extra-curricular activities, filling in to do another person's job while someone was on an extended leave, bringing new/innovative ideas to help the program, stepping up to help during a crisis, etc. For any items that you believe might apply to your recommendation please provide **DETAILS** in the summary section below. **Please be as specific as possible!** Feel free to attach any relevant information, or use a second page if you need more space for your written summary.

SUMMARY OF REASON FOR NOMINATION: _____

EXAMPLES THAT FURTHER SUPPORT THE REASON FOR THE NOMINATION: _____

SIGNATURE _____ **DATE** _____

SUPERVISOR REVIEW _____ **DATE** _____