



“Spirit of BG” Award Classified Staff Guidelines



The Bowling Green State University Classified Staff Council (CSC) wants to embrace all great efforts put forth by classified staff and **recognize** them! The “Spirit of BG” Award provides a broad avenue to show appreciation for every qualified nominee’s contributions to BGSU.

The CSC Spirit of BG Award Committee reviews and determines **qualified nominations** by the following guidelines:

WHO?

- Nominees must be permanent, full-time or part-time classified staff (CS) employees of BGSU/Firelands

HOW?

- Any member of the university community (faculty, staff, or student) may nominate a permanent full-time or part-time classified employee
- One nominee per nomination form
- No limits on nominations!
 - An employee can be nominated multiple times in a year for different acts/reasons
 - After the act/reason has been acknowledged within a month, an employee cannot be nominated again for the same act/reason at a later date
- Nomination form must be received by the last business day of each month

WHY?

- The nominee has demonstrated the spirit of BG as defined by the university vision, mission, core values, learning outcomes and/or goals (<http://www.bgsu.edu/downloads/bgsu/file73381.pdf>)
- The nominee has demonstrated going the “extra mile” to serve in the true spirit of BGSU

ACKNOWLEDGEMENTS!

- All qualified monthly nominees receive a Certificate of Appreciation from the “Spirit of BG” Award Committee each month
- Qualified nominations with employee names are posted on the CSC website and emailed to the CS listproc once per month
- Qualified nominee names and the link to their nominations are posted in the Campus Update once per month
- Every CS employee with a qualified nomination are entered into a random drawing to win a monetary award at the annual CS Awards Ceremony
 - One entry per nominee per month
 - All names are mixed into one hat for the drawing, allowing equal chance to be rewarded
 - 12 different names (representing one per month) are drawn
 - A nominated employee can win no more than one drawn entry
 - Qualified nominations run annually from **April to March** with special recognition being given during the annual CS Awards Ceremony