



**BOWLING GREEN STATE UNIVERSITY  
CLASSIFIED STAFF COUNCIL  
OUTSTANDING SERVICE AWARD  
2010-2011  
GUIDELINES**



**PURPOSE OF AWARD**

The Classified Staff Outstanding Service Award (CSOSA) recognizes and applauds classified employees whose efforts benefit students, academic units and the university community as well as encouraging and promoting excellence within the workplace. Faculty, students, classified and administrative staff may nominate any permanent part-time or full-time employee. The recipient of the CSOSA receives a \$1,000.00 award, a reserved parking space and a commemorative plaque. The award recipient will also have a picture taken which will then be displayed on the permanent plaque which is located in the Bowen-Thompson Student Union.

**AWARD CRITERIA**

- The CSOSA will recognize criteria requirements for January 2010-December 2010
- Nominees must be a permanent part-time and/or full-time BGSU employee.
- Someone who is nominated and then retires is still eligible.
- If a CSOSA committee member is nominated for the Outstanding Service Award, that member is ineligible from serving in the selection process.
- Individuals who have won in previous years are ineligible. A list of previous winners can be viewed at <http://www.bgsu.edu/organizations/csc/page35906.html>
- A maximum of three letters of support will be accepted for each nomination submitted. The CSOSA will not consider additional letters of support after receipt of the first three letters.
- Nomination forms and letters of support will not be accepted after the deadline of 5:00 p.m., Wednesday, March 23, 2011.

**SELECTION PROCESS**

Guidelines and nomination form can be found on the CSC website <http://www.bgsu.edu/organizations/csc/page35906.html>. The deadline to submit nomination forms and letters of support is 5:00 p.m., Wednesday, March 23, 2011. Nomination forms received after March 23, 2011, will not be considered.

Nomination forms and letters of support can be sent to Teri Gentry, 213G Bowen-Thompson Student Union, or by e-mailing them to Teri at [tgentry@bgsu.edu](mailto:tgentry@bgsu.edu).