



**BOWLING GREEN STATE UNIVERSITY
CLASSIFIED STAFF COUNCIL
TEAM AWARD 2011-2012
GUIDELINES**



PURPOSE OF AWARD

The Classified Staff Council Team Award (CSCTA) recognizes and applauds classified employees who, as a group of individuals within a classified staff area, work as a team and whose collective efforts benefit students, units, departments, areas, and the university community as well as encouraging and promoting excellence within the workplace.

Faculty, students, classified and administrative staff may nominate any group of two or more permanent part-time or full-time classified employees who work together on a daily basis. The recipients of the CSCTA will share a \$1,500 award and a commemorative plaque. The award recipients will also have a group picture taken which will then be displayed on the permanent plaque which is located in the Bowen-Thompson Student Union.

AWARD CRITERIA

- The CSCTA will recognize criteria requirements **for January 2011-December 2011**.
- Nominees must be permanent part-time and/or full-time BGSU classified employees who work together on a daily basis.
- Someone who is nominated and then retires is still eligible.
- If a CSCTA committee member is nominated for the Team Award, that member is ineligible from serving in the selection process.
- Beginning January 1, 2011, teams who have won in previous years can now win again after five (5) years have passed. Those who won from the academic year 2005-06 and prior are currently eligible to win the Team Award again. From the academic year 2006-07 to today, teams who have already won need to complete a five-year wait period before they may win again.
 - A list of previous winners and years awarded can be viewed at <http://www.bgsu.edu/organizations/csc/page35915.html>.
- Up to three letters of support will be accepted for each team nomination submitted. The CSCTA 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 date.

SELECTION PROCESS

The **deadline** to submit nomination forms and letters of support is **Friday, March 16, 2012, at 5:00 p.m.** Nomination forms and letters of support received after the deadline will not be considered. Nomination forms can be found on the CSC website under Awards Information, <http://www.bgsu.edu/organizations/csc/page35915.html>.

Nomination forms and letters of support can be submitted by delivering or mailing them to Terry Carver, CSCTA Chair, Department of Recreation and Wellness, 130 Perry Field House, or by emailing them to Terry at tcarver@bgsu.edu.