

“Spirit of BG” Nomination Form

The Administrative Staff Council wants to recognize, on a monthly basis, administrative staff employees who are caught showing “The Spirit of BG” as defined by any of the core values of BGSU. The core values are:

***Respect for one another
Cooperation
Intellectual and spiritual growth
Creative imaginings
Pride in a job well done***

If you are a member of the University community (faculty, staff, student) you may nominate an employee for “The Spirit of BG Award”. Please complete this nomination form, providing a short summary as to why you feel this person is deserving of this significant award. Nominations must be received by 5:00 p.m. on the last day of the month. Send nominations to: **Janice Twork, Technology Systems, 425 Conklin North (jtwork@bgsu.edu)**.

Date:

Nominee:

Office:

Campus Address:

Campus Phone:

E-mail Address:

Summary:

Nominator:

Phone Number:

E-mail Address:

Winners will be announced approximately two weeks after deadline for nominations. They will receive a check for \$75.00, balloons, a Certificate of Appreciation, and congratulations from their colleagues and friends. Winners will also be posted on the Administrative Staff Website and the BGSU Monitor.

“The Spirit of BG Award” Guidelines

Suggested below is a list of guidelines to follow if you wish to nominate an employee for “The Spirit of BG Award:”

- Nominee must be a full-time or part-time administrative staff employee of the BGSU or Firelands campus.
- Only one Spirit of BG Award can be granted each month. The Spirit of BG Award Committee reserves the right not to issue an award in any given month.
- A nominator must submit to The Spirit of BG Committee the nomination form within thirty (30) calendar days of the University-related act. A nominator cannot nominate a person for the same act twice.

Revised – 10/23/09