

## **“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: **Kim Fleshman, 103 Olscamp Hall.**

***Date:***

***Nominee:***

***Office:***

***Campus Address:***

***Campus Phone:***

***E-mail Address:***

***Summary:***

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***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 – 12/10/07