BOWLING GREEN STATE UNIVERSITY
CLASSIFIED STAFF COUNCIL
OUTSTANDING SERVICE AWARD 2021
GUIDELINES

PURPOSE OF AWARD
The Classified Staff Outstanding Service Award (CSOSA) recognizes and applauds classified employees whose efforts benefit students, faculty and staff, and others within and outside the University community. Students, faculty, classified and administrative staff may nominate any permanent part-time or full-time classified employee. Nominees and recipients of the CSOSA will be recognized on the CSC website and CSC email listserv. The recipient of the CSOSA receives a $1,000.00 award, a commemorative plaque, plus a potential one-year reserved parking space (cost of space will reduce the amount of the award). A picture will be taken and displayed with the recipient’s name on the permanent plaque which is located on the second floor of the Bowen- Thompson Student Union.

NOMINATION ELIGIBILITY – documents are due by 5:00 p.m. on Friday, April 30, 2021.
- Criteria requirement is exemplary service performed by permanent part-time or full-time BGSU employee.
- Someone who is nominated and then retires during the 2019-20 fiscal year is still eligible.
- Individuals who have won in previous years are ineligible. A list of previous winners can be viewed at http://www.bgsu.edu/classified-staff-council/awards-information/outstanding-service-award.html
- If a CSOSA committee member is nominated for the Outstanding Service Award, that member is ineligible from serving in the selection process.
- A personal letter of explanation written by the nominee explaining the service he/she provides to his/her unit, the University, his/her community, organizations, etc.
- One to three letters of support will be accepted for each nomination submitted. TheCSOSA will not consider additional letters of support after receipt of the first three letters.
- The recipient will serve on the CSOSA committee to help select the following year’s award winner.
- Nomination form, personal letter of service and letter(s) of support will not be accepted after the deadline of 5:00 p.m., Friday, April 30, 2021.

SELECTION CRITERIA
- Exhibits personal service to others through BGSU affiliations and initiatives and to his/her community, organizations, etc.
- Exhibits exemplary job performance
- Maintains a positive attitude and is dependable, conscientious, and caring
- Works easily with others both internal and external to the University
- Motivates others
- Supports and participates in University activities and/or serves on University committees

Examples of your experiences with the nominee and a detailed explanation on how they demonstrate the above selection criteria are required in the letters (by nominee and supporters). A maximum of three letters of support will be accepted. Submit the nomination form, the personal letter of service and letter(s) of support to Andrea Amstutz, 104 Health and Human Services Bldg., or by email at amstuta@bgsu.edu, before or on Friday, April 30, 2021.

Questions can be submitted to any CSOSA committee member or CSC representative.
I/We submit the Classified Staff Outstanding Service Award (CSOSA) nomination form in recognition of a classified employee whose efforts benefit students, faculty and staff, and others within and outside the University community. The nominated employee must be a permanent part-time or full-time classified employee. One to a maximum of three letters of support will be accepted.

Nominees and recipient of the CSOSA will be recognized on the CSC website and the CSC email listserv.

Nominee: ___________________________ Department: ___________________________

Nominated by: ___________________________ Phone: ___________________________

Department: ___________________________ Email: ___________________________

Vice President Responsible for Nominee’s Department: ___________________________

**Attach one to three letters of support:** Examples of your experiences with the nominee and a detailed explanation on how they demonstrate the selection criteria are required in your letter.

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Letter of Support from: ___________________________

Letter of Support from: ___________________________

Letter of Support from: ___________________________

Personal letter of Service: ___________________________

The deadline to submit nomination form, personal service letter and letters of support is 5:00 p.m., Friday, April 30, 2021, and can be submitted by either mailing them to Andrea Amstutz, 104 Health and Human Services Building, or by e-mailing them to Andrea at amstuta@bgsu.edu.