CONFIDENTIAL
PRESIDENT'S AWARD FOR SERVICE EXCELLENCE 2019
NOMINATION FORM

Nomination Form is to be completed and submitted to the President's Office no later than **March 15, 2019.**

NOMINEE: (Specify whether: AUPE/ESS, APO/Executive Director or TEAM)

Name	**Department**	**AUPE/ESS, APO/ED, Team**

NOMINATOR:

Name	**Department**	**Telephone Number**

SECONDER:

Name	**Department**	**Telephone Number**

Please note that Supervisors of award winners will be notified prior to the awards ceremony

Nominator and Seconder: Please attach signed, supporting narrative(s) (this may be one document signed by both or two separate documents supporting the nomination) for the individual or team demonstrating the following:

- Service: The provisions of exceptional service to staff, faculty, students, alumni, donors or visitors;
- Commitment: The identification of measures which contribute to the efficiency and effectiveness of University operations;
- Participation: Contributions to the community or the University, which enhance the reputation of the University of Lethbridge

Please refer to the President's Award for Service Excellence document for additional factors that will be considered by the committee.

Please also attach a signed narrative from **each** of the supporting **references** to the nomination. A **minimum** of **2** and a **maximum** of **4** references are allowed. References are **in addition** to the nominator and seconder. All supporting references must be signed by the person making the reference. All documentation is to be submitted in one complete package to the **President's Office Attention: President's Award for Service Excellence Committee.**