

**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, 2020**.

**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 guidelines for additional factors that will be considered by the committee. <https://www.uleth.ca/president/awards/service-excellence>

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**.