



SPOTLIGHT AWARD NOMINATION FORM

NOMINEE NAME/LOCATION: _____

NOMINATED BY: _____

REASON FOR NOMINATION: _____

Please check criteria that apply to this nomination:

- ___ **Offering additional time outside of normal duties**
- ___ **No unscheduled days/time out – excellent attendance record**
- ___ **Volunteering for extra-curricular activities outside normal job**
- ___ **Filling in to do another person’s job while position is open/or ee ill/suspended**
- ___ **Bringing a new, creative, innovative idea that helps the program**
- ___ **Conducting presentations/trainings outside of normal job requirements,**
- ___ **Mentoring new staff**
- ___ **Positive recognition by a parent**
- ___ **Stepping up to help during a crisis situation**
- ___ **Other:**

SUMMARY OF REASON FOR NOMINATION: _____

SIGNATURE _____ **DATE** _____