Eden II Programs
SERVICE • SCIENCE • PASSION

SPOTLIGHT AWARD NOMINATION FORM

NOMINEE NAME/LOCATION:_____

NOMINATED BY:_____

REASON FOR NOMINATION (*Please use specific examples):_____

SIGNATURE:_____ **DATE:**_____

SUPERVISOR REVIEW:_____ **DATE:**_____

Although good attendance, working hard and doing a great job are greatly appreciated, they are not the sole criteria for receiving a Spotlight Award. Recipients of Spotlight Awards are those who have performed above and beyond their required work duties. Some examples of going above and beyond are offering additional time outside of normal work hours, volunteering for extra-curricular activities, filling in for another employee while they are on an extended leave, bringing new/innovative ideas to help the program, stepping up to help during a crisis.