Nominations are due by:

1st Quarter January, February, March (Winter) Nominations must be received by 2nd week of March, Awarded 1st week of April
2nd Quarter April, May, June (Spring) Nominations must be received by 2nd week of June, Awarded 1st week of July
3rd Quarter July, August, September (Summer) Nominations must be received by 2nd week of September, Awarded 1st week of October
4th Quarter October, November, December (Fall) Nominations must be received by 2nd week of December; Awarded 1st week of January

Employee Name ____________________________

Brief Description of Exceptional Performance or Customer Service:
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Submitted By ____________________________ Date ____________________________

Revised 10/20/05