Name of nominee:______________________________________
What department?:_____________________________________
Your name and telephone:________________________________

Please explain below what outstanding contribution(s) your nominee has made that you feel qualifies him/her to receive this award. Space is provided on the back of this form.

Criteria for nominees:
1. A nominee must be a permanent full/part time classified, confidential employee of Foothill College, Central Services, or Supervisors of Foothill College.
2. A nominee may have made either a single outstanding contribution or have made several outstanding contributions over a period of time.
3. Contributions must have benefited students, the college, the district, faculty and/or fellow classified staff members.

Criteria for nominations:
1. Nominations for Employee of the Month must be received by the first day of the month for consideration for the following month's award.
2. Employees may be nominated by more than one person, but may only receive the award once.
3. Nominations will be retained for twelve months from the month the nomination was received.
4. A nomination may be made by an employee's supervisor and/or manager, classified or confidential staff, faculty and/or students.
5. Awards will be presented monthly by the posting of a banner and photo. An awards ceremony will be held bi-annually to present a certificate and token of appreciation.

Return this form to Maureen Chenoweth’s mailbox in the mail room.