

**Distinguished Service Award**

**Nomination Form**

***Staff and Administrative and Supervisory/Professionals***

***Presentation of Award:*** This award will be presented to a staff, supervisory/professional or administrative employee during the President’s Coffee/Service Awards in April.

***Nominations:*** Nominations may be made by any college employee, student or former student and should be submitted to the *Human Resources Office, Room C-2103, by March 24, 2023*.

***Qualifications for Nominees:*** The nominee must have worked at the College for one year in a full or part-time continuing status position and have made significant contributions to the College community.

**Step 1: Identify the individual being nominated by typing into the fields below:**

**Name:** Click here to enter text. **Title:** Click here to enter text.

**Campus Location:** Click here to enter text. **Telephone:** Click here to enter text.

**Years employed at Lakeland:** Click here to enter text. **Supervisor:** Click here to enter text.

**Step 2: Provide information for the criteria shown below as it pertains to your nomination of the individual by typing into the fields below:**

1. Superior quality of job performance: Click here to enter text.
2. College involvement (e.g., committees, United Way, commencement): Click here to enter text.
3. Innovation: Click here to enter text.
4. Professional Development: Click here to enter text.
5. Longevity with the College: Click here to enter text.
6. Active memberships/offices held in organizations that reflect positively on, or enhance the College’s reputation: Click here to enter text.
7. Awards or recognition that reflect positively on, or enhance the College’s reputation: Click here to enter text.

**Step 3: Solicit and attach letters of support for this nomination from at least three other individuals.**

**Step 4: Provide contact information for the primary person submitting this nomination by typing into the fields below:**

**Name:** Click here to enter text. **Contact Number** Click here to enter text. **Date:** Click here to enter text.

The Distinguished Service Award Committee will forward the name of the nominee it recommends for this award to the College President.