



2020 COMMUNITY SERVICE AWARD NOMINATION FORM

Dear NEOMED Employees,

This letter is the official call for nominations for the NEOMED *Community Service Award*. This award was established by Dr. Glenn Saltzman who retired in 1996 after 20 years of service in the Department of Behavioral Sciences as a Charter Chairperson and the Division of Medical Sciences as a Director. He and his wife Ruth created the award in memory of their son Jon. The award annually recognizes an employee who has made contributions to the betterment of the community and service to fellow citizens. Emphasis will be given to an employee's service to their community during the past two years.

Think about your co-workers' participation in community activities and/or the employee's contribution to the organization(s) and/or charity(s) served and consider making a nomination! Please submit all nominations electronically or via confidential campus mail to Dayonna Taylor (dtaylor5@neomed.edu) in the Human Resources Office, suite G-211 by **February 01, 2021**.

NOMINEE'S NAME _____

DEPT _____

NOMINATOR'S NAME _____

DEPT _____

NOMINATOR'S SIGNATURE _____

DATE _____

Note: Individual nominations are required—only one employee signature per form.

Please use the space provided to submit your nomination. To be considered, all nominations will need to include responses to the questions/areas of focus detailing why this employee is deserving of the *Community Service Award*. You may choose to include a separate nomination letter as an attachment; however, the specific detail should be included on the nomination form as this will be the primary document used for reviewing the merits of the nomination.

Return all nominations to the HR Office, Attention Dayonna Taylor by February 01, 2021.

2020 COMMUNITY SERVICE AWARD NOMINATION FORM

NOMINATEE'S NAME _____

NOMINATOR'S NAME: _____

Contributions to Community Activities and/or Service to Fellow Citizens

During the previous two year period, detail what contributions the nominee has made to community activities and/or examples of service to fellow citizens. Explain how this has led to the betterment of the community.

Community Organization/Charity Involvement

List the Community Organization(s) and/or Charity(s) who have benefited by contributions from the nominee. Be specific about roles, committees and/or projects where the nominee has provided or continues to provide support/service.

Additional Comments

Please provide any additional information which supports the merits of the nominee as a recipient of this award.

Please use additional sheets if necessary.



2020 MARY JANE KELLY AWARD FOR SERVICE EXCELLENCE NOMINATION FORM

Dear NEOMED Employees,

This letter is the official call for nominations for the *Mary Jane Kelly Award for Service Excellence*. The award was established in honor of Mary Jane Kelly, one of the very first employees of the institution, who served as assistant to the vice provost for administration and public affairs. This award is presented to a staff member who demonstrates an exemplary work ethic and takes the appropriate initiative while maintaining a strong service-oriented attitude.

Think about all the great things your co-workers have done over the past year that represent the attributes described. We want everyone to know about our best-of-the-best, so please consider making a nomination!

Please submit all nominations electronically or via confidential campus mail to Dayonna Taylor (dtaylor5@neomed.edu) in the Human Resources Office, Suite G-211 by **February 01, 2021**.

NOMINEE'S NAME _____

DEPT _____

NOMINATOR'S NAME _____

DEPT _____

NOMINATOR'S SIGNATURE _____

DATE _____

Note: Individual nominations are required—only one employee signature per form.

Please use the space provided to submit your nomination. To be considered, all nominations will need to include responses to the questions/areas of focus detailing why this employee is deserving of the *Mary Jane Kelly Award for Service Excellence*. You may choose to include a separate nomination letter as an attachment; however, the specific detail should be included on the nomination form as this will be the primary document used for reviewing the merits of the nomination.

**2020 MARY JANE KELLY AWARD FOR SERVICE EXCELLENCE
NOMINATION FORM**

NOMINATEE'S NAME _____

NOMINATOR'S NAME: _____

Demonstrates Exemplary Work Ethic

During the previous year, detail examples of how the nominee has demonstrated a strong work ethic (i.e. quality of work product, strong loyalty). Explain how this has impacted and/or been acknowledge by the nominee's department and/or the University.

Takes Appropriate Initiative

During the previous year, detail examples of how the nominee has demonstrated taking the appropriate Initiative (i.e. diligence, dependability). Explain how this has impacted and/or been acknowledge by the nominee's department and/or the University.

Maintains Strong Service-Oriented Attitude

During the previous year, detail examples of how the nominee has maintained a strong service-oriented attitude (i.e. enthusiasm, positive approach). Explain how this has impacted and/or been acknowledge by the nominee's department and/or the University.

Additional Comments

Please provide any additional information which supports the merits of the nominee as a recipient of this award.

Please use additional sheets if necessary.