

# THE BUZZ AWARD

## IVAN ALLEN COLLEGE STAFF AWARDS

### **Awards:**

Administrative Services Award – 3 awards at \$1000.00 each  
Student Services Award – 2 awards at \$1000.00 each

### **Purpose:**

To recognize the extraordinary professional contributions and quality service of staff and their role in advancing the Ivan Allen College and Georgia Tech mission.

### **Eligibility:**

Any regular Ivan Allen College staff member or Academic Professional with a minimum of 1 year continuous regular service at Ivan Allen College to include all Schools, ROTC units, dean's office staff and IT staff who provide services to IAC is eligible to be nominated, provided they are in good standing with his/her respective unit, college and institute. Recipients of last year's awards are **not** eligible to be nominated for this year's awards.

### **Nomination Criteria:**

Administrative Services Award

Recipients will be selected on the merits and strengths of the following contributions:

1. Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers.
2. Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers.
3. Developing creative solutions to problems that result in significantly more effective and efficient department or university operations.
4. Setting an example of leadership, commitment and a strong work ethic.

## Student Services Award

Recipients will be selected on the merits and strengths of the following contributions:

1. Committed to improve our students life on campus on a daily basis.
2. Encouraging students to identify and reach their true potential.
3. Developing creative solutions to problems that result in significantly more effective and efficient department or university operations.
4. Setting an example of leadership, commitment and a strong work ethic.

### **Nomination Process:**

To nominate a staff member for an award, please submit the following by **March 15, 2012**:

1. A completed nomination form.
2. A statement from the person submitting the nomination. This statement should cite specific accomplishments and services of the nominee.
3. Two letters of support from anyone who has personal knowledge of and who has benefited from the nominee's services.

Anyone may nominate an eligible staff member. When your nomination package is complete, please submit by email attachment to [staffaward@iac.gatech.edu](mailto:staffaward@iac.gatech.edu) or by campus mail to Staff Award, IAC 0615.

All nominations and corresponding forms will be kept confidential before, during and after the selection process.

# The Buzz Award Nomination Form

## IVAN ALLEN COLLEGE STAFF AWARDS

### **Nominee Information:**

Name:

Email:

Position:

Unit:

Phone:

### **Nominator Information:**

Name:

Email:

Title:

Unit:

Phone:

### **Which award are you nominating this staff member for?**

Administrative Services Award \_\_\_\_\_

Student Services Award \_\_\_\_\_

**Provide a brief statement of the nominee's involvement according to the selection criteria and why you believe they should receive the award.**

**Provide two letters of support** from anyone who has personal knowledge of and who has benefited from the nominee's services.

**Send complete nomination package** by email attachment to [staffaward@iac.gatech.edu](mailto:staffaward@iac.gatech.edu) or by campus mail to Staff Award/IAC 0615.