In determining the recipient of this award, the following guidelines will be followed.

1. The nominee must be a full-time employee of an Admissions Office and/or Registrar’s Office with a minimum of one year of service in that office.

2. The nominee must demonstrate outstanding accomplishments more than required in the job position that clearly warrants recognition such as:
   - Admirable interaction with co-workers, students, and faculty
   - Exceeds challenges
   - Consistently goes above and beyond the call of duty
   - Exemplifies “Team Spirit”
   - Shows dedication
   - Displays motivation
   - Job performance shows concern for the school as “a Whole” in addition to own specific department
   - Nominee exhibits a superior knowledge of his/her campus function(s)

3. Nominations may be submitted to the Chair of the Award Committee by the Support Staff or Professional Member of SETACRAO.

4. The nomination must be accompanied by at least two letters of endorsement.

5. To ensure all fairness in selection of the award, it is requested that the nominee’s name not be specifically mentioned in the body of the narrative description.

6. The recipient will be selected by an Award Committee composed of the Support Staff Representative serving as Chair.

7. One award will be presented annually at the Spring Conference of the South East Texas Association of Collegiate Registrars and Admissions Officers.

8. The recipient will receive an engraved plaque noting his/her achievement. Each nominee will receive a certificate of recognition.

9. The person making the nomination will be informed of the candidate’s award prior to the Spring SETACRAO meeting as the recipient must be in attendance.
Nominee Name: ______________________________________________________

Institution: ____________________________________________________________________________

Current position: ___________________________ Length of time in this position: __________

**Basis for nomination:** This section should include a narrative description of the person’s job and their outstanding accomplishments as outlined in the Guidelines, item 2. Give examples of how the individual excels in job performance. (You may submit one additional page to this form if extra space is needed.) If possible, refrain from using the nominee’s name in your description.

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Person Submitting Nomination Information: Name: __________________________ Title: __________

Institution: __________________________ Department: __________________________

Signature: __________________________ Date: __________________________

Please submit your nomination(s) by EMAIL, FAX, or MAIL no later than February 17, 2010.

1. EMAIL form to kflisowski@blinn.edu
2. FAX form to 979-830-4110, Attention of Kelly Flisowski
3. MAIL form in sealed envelope to: SETACRAO Support Staff Excellence Award Committee
c/o Kelly Flisowski
Blinn College
902 College Avenue
Brenham, Texas 77833

**Complete nominations must be received no later than February 17, 2010!**