

**DENNIS LESH FOUNDATION
SUPPORT STAFF RECOGNITION AWARD
Pratt Community College**

Guidelines

Demographic Information

Name: Dennis Lesh Foundation Support Staff Recognition Award

The Dennis Lesh Foundation Support Staff Recognition Award of \$500 is to be awarded annually to a Pratt Community College Support Staff employee who, by his or her actions, exhibits courtesy, care and concern for students and is known for the quality of service that he or she consistently provides to students.

The recipient is to be recognized at PCC graduation.

Award Criteria:

1. Exhibits care, concern and empathy for students and creates a home environment.
2. Provides quality service on a consistent basis.
3. Consistently demonstrates a cheerful, positive attitude and friendly disposition.
4. Actively supports students through interest in and attendance at student and college sponsored events.
5. Must be employed regularly at PCC.
6. Must be employed at PCC for a minimum of seven consecutive months.
7. Is considered an employee in good standing as determined by the Vice President of Finance and Operations. Satisfactory performance evaluations and no current record of disciplinary action will be considered by the Vice President in determining whether the employee is in good standing, but all information shall remain confidential.
8. Prior award recipients can be considered in successive years.

Nomination Process

Any PCC employee, student or faculty member may recommend a support staff employee by submitting written examples of characteristics listed above. Examples must have occurred during the 12 months immediately preceding the date of nomination. Examples of the criteria that occurred consistently over a longer period may be used to illustrate the long-term commitment the employee has shown to provide quality service in a friendly and cheerful manner.

Selection

The committee will be chaired by the Vice President of Finance and Operations and include one PCC employee, two resident hall students and two non-resident hall students. The Nominations Committee will forward its recommendation to the Dennis Lesh Foundation Advisory Committee for review and approval.

Submission Deadline

Nomination sheets completed by students, staff and faculty must be submitted to the Vice President of Finance and Operations.

Nomination sheet for the recommended candidate being considered for the award must be submitted by Wednesday, May 13, 2020 to kenta@prattcc.edu.

**DENNIS LESH FOUNDATION
SUPPORT STAFF RECOGNITION AWARD
NOMINATION FORM**

Name of Support Staff Employee:

**Please describe situations illustrating the employee's
commitment to quality and friendly services:**

**Submit: To the office of Finance and Operations
Deadline: May 13, 2020.**

Signature of the person submitting nomination
