1. **Nominee’s Name:**  
   ___________________________  ___________________________  
   First Name  Last Name  
   Position Title:  ___________________________  Department:  ___________________________  
   Telephone Extension:  ___________  Email Address:  ___________________________  
   Date regular full-time Drury employment began:  ___________________________  
   Month  Day  Year  

2. **Cite specific accomplishments and services of the nominee.** In your nomination statement, consider the following nomination criteria as recipients will be selected on the merits and strengths of the following contributions:  
   ▪ Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers.  
   ▪ Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers.  
   ▪ Developing creative solutions to problems that result in significantly more effective and efficient department or university operations.  
   
   (Nomination statement should be no more than three pages in length.)  

3. **Submit this nomination form, your nomination statement, and three letters of support from individuals representing our diverse group of colleagues/customers who have personal knowledge of and who have benefited from the nominee’s services.**  

   Date submitted:  
   ___________________________  

   Contact information for the person making this nomination  [PLEASE PRINT]:  
   ___________________________  
   First Name  Last Name  
   Telephone Extension:  ___________  Email address:  ___________________________  

Thank you for submitting a nomination in honor of your Drury staff colleague!