

## Employee Recognition Nomination Form

The Ballston Spa School District strives to recognize and appreciate our staff members for their contributions to the success of our students and dedication to district initiatives. Staff members are to be recognized for the efforts at the individual, building and district levels. BSCSD is committed to recognizing our employees for the positive contributions they are making to the district and community, but we need to hear from you. Has a district employee gone above and beyond lately? Does someone deserve more than just a pat on the back? We want to hear about it. Please nominate those you feel have been going the 'extra mile' for BSCSD.

### Nomination Ideas

Here are a few ideas of what may be recognized at the building and district levels.

Please be aware that all nominations will be sent to the appropriate supervisors and selected based on contribution and merit.

- *making special accommodations for students or families*
- *displaying innovative or unique styles or skills in completing their jobs*
- *consistently volunteering to go above and beyond expectations for the betterment BSCSD*
- *making a significant and sustained positive impact the life a student(s)*
- *involved in the betterment of the community as a whole through outside organizations/honors and distinctions outside of BSCSD*

Name of nominee: \_\_\_\_\_

Building: \_\_\_\_\_ Supervisor : \_\_\_\_\_

Please provide a description of why you feel this person deserves recognition. Please provide specific examples (use back if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information (if we need further information regarding your nomination) (optional):

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

I am a (select one): parent BSCSD staff member community member

**\*\* RETURN THIS FORM TO BUILDING MAIN OFFICE\*\*  
(TO PRINCIPAL OR DEPARTMENT SUPERVISOR)**