

PRESIDENTIAL AWARD WINNER (PAW) NOMINATION FORM

The Citadel, 171 Moultrie Street, Charleston, SC 29409 Telephone: 843-953-6922

- Complete this form and obtain all required signatures/approvals.
- To be eligible for the PAW award, an employee must 1) be a full-time or temporary Staff member (excludes students and faculty), 2) meet the PAW award requirements listed below for the appropriate category, 3) must not have won the *same* award within a 12 month period.
- Use the justification section on page two of this form to explain why your nominee should be selected as a PAW award recipient. Please be aware your justification is limited to the space available on page two. **NO ADDITIONAL PAGES WILL BE ACCEPTED.**
- Completed nomination forms signed by your Vice President must be submitted to the Training Manager in Human Resources by the deadline in order to be considered.
- Upon FRB approval, the nomination will be submitted to the President for final approval. Awardees will be recognized at the next town hall meeting.

Name of Nominee:	Title/Department:
Supervisor's Name:	Supervisor's Phone Number:
Nominated By:	Date Submitted:

THE CITADEL EXCELLENCE IN CUSTOMER SERVICE AWARD

- Employees nominated for this award should:**
- a) Represent The Citadel's core values of *Duty and Respect*, serving others before self.
 - b) Exemplify *Honesty, Integrity, and Respect* in their approach with Citadel internal and external customers.
 - c) Uphold The Citadel's core values and are the front-line for our mission of achieving excellence in the education and development of principled leaders.

- RISING STAR OF THE CITADEL**
- Employees nominated for this award should:**
- a) Be in their first two years of employment with The Citadel.
 - b) Demonstrate to their supervisors, co-workers, and other faculty and staff that they exemplify the core values of Honor, Duty, and Respect in all interactions on campus.
 - c) Create or implement a new procedure or suggestion that resulted in personnel, budgets, or office efficiencies.

- SPIRIT OF THE CITADEL**
- Employees nominated for this award should:**
- a) Exemplify the spirit of The Citadel in all interactions on campus and with external customers.
 - b) Have a direct impact on achieving excellence in the education and development of principled leaders.
 - c) Show principled leadership in their employment with The Citadel and with volunteerism on or off campus.

Required Signatures/Approvals

1) Vice President: _____	Date: _____
2) HR Representative: _____	Date: _____
3) Fiscal Review Board Approval: <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
4) President: _____	Date: _____

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Page 2 – Justification Section

Use the three sections below to illustrate why your nomination should be selected as a PAW recipient for the category selected on page one. Please remember your justification is limited to the space available on this page and should reflect the three qualifying items listed on the previous page for each award.

NO ADDITIONAL PAGES WILL BE ACCEPTED.

a)

b)

c)