

Celebrate Someone!

Purpose:

Not an award in the usual sense, this is a way for individual staff members to recognize and thank their co-workers for acts or activities on the job, however small, that were helpful, kind, or noteworthy.

Eligibility:

- All library staff except the Dean, Associate Directors, and library student assistants
- Recipients must be employed when the award is given

Criteria:

- Any act of helping or kindness on the job, or work for a job well done, no matter how small, can be the basis for this award. In particular, this award can be a way to recognize an act or activity that might not fully qualify for one of the other awards in the Awards Program, but which still deserves thanks or recognition

Process:

- Any library staff member can give this award to another library staff member
- Staff members cannot give this award to themselves
- Download this form is at <http://libraries.uta.edu/erc/CelebrateSomeone.pdf>
- Fill it out and send it by email to LET (saxon@uta.edu and jalexander@uta.edu) no later than 1 week before the bi-monthly library staff meeting
- All awards will be given, although LET reserves the right to ask the giver for more information if the reason for the award seems to be contrary to the spirit of thanking individuals for kind or helpful acts on the job

Award:

- A Celebrating You! certificate given at the library staff meeting
- Name put in a separate drawing for a door prize at the bi-monthly library staff meeting

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Today's date:

I want to celebrate:

Because this person did:

My name is:

My email:

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