**Spot Award Nomination Form**



A Spot Award is a $75 electronic gift code (of the nominee’s choice from a limited number of options) made out to the nominee. Spot Awards are for recognition of special contributions to the mission of the Arts Division. All awards must be approved by the Director/Department Chair/Business Office before the nominee is notified.

Name and Job Title of Nominee: Unit and/or Department of Nominee:

     

Please provide a brief description of the achievement(s) and/or reason for nomination:

Nominator’s Name

Please print form and have nominee’s supervisor approve by signing below.

Supervisor’s Approval

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Name Date

Department Manager Approval:

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Name Date

Department Chair / Director Approval:

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Name Date