



Date Received In HR: \_\_\_\_\_

## 2018 Easterseals President's Award

Dear Easterseals Staff:

Each year we like to take a moment and formally recognize staff for their dedication to our mission of providing exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, work and play in their communities.

Individuals selected will be invited along with a guest to receive the President's Award at the Easterseals Annual Celebration of Giving held on November 13, 2018.

So, please consider nominating a fellow co-worker, supervisor or manager (you can nominate staff within or outside of your department, from other states, etc...). We are looking for staff that have contributed significantly and have gone "Above and Beyond" expectations within the course of carrying out their duties. Staff must have been employed by Easterseals for at least one year, and cannot be a member of the senior management team to be nominated.

**Nominating a coworker is easy!** Simply fill out the nomination form below and submit it to your program Senior Vice President no later than **Monday, September 3, 2018**.

Thank you for taking the time to nominate!

Name of Nominee: \_\_\_\_\_ Vice President: \_\_\_\_\_

Work Location of the Nominee: \_\_\_\_\_ State: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Best way to contact me is: \_\_\_\_\_

Briefly describe why you are nominating this individual: (attach additional sheets if necessary)

**REMEMBER!! Submit your nomination to your program Senior VP by Monday, September 3, 2018**

*WAIT.....Did you know that there is another way to recognize your fellow co-workers? "Catch them in the act" of doing something good! See the other side of this page for more details!*



## Spotlighting Caught in the Act!

We all know that our agency is filled with kind and compassionate employees. But every now and then you see a fellow employee do something special – something out of the ordinary, something so exceptional that it makes you remember what kindness and dedication is all about.

Our Easterseals Caught in the Act program is your opportunity to recognize those employees – to “catch them in the act” at that moment in time and ensure it's recognized and shared with others.

If you know someone who has made a difference through extraordinary acts of kindness and dedication, then you can nominate them for a “Caught in the Act.” The process is simple; all you need to do is fill out a Caught in the Act form! The Easterseals Caught in the Act form can be found on our Easterseals website employees only page, or on the shared drive in the everyone/HR folder. Fill out the form, recognize the person and give them a copy, give a copy to their supervisor, and then be sure to send a copy into Human Resources at [HRHelp@eastersealsnh.org](mailto:HRHelp@eastersealsnh.org) or fax to (603) 623-3461.

Once a month the Human Resources team randomly draws three employees to recognize and win a \$25 gift card. This past year we added a **NEW** component to the program in which we will spotlight one employee from the three chosen. That employee will then be featured in an Employee Spotlight section of the Connecting the Dots. So be sure to check out the Connecting the Dots newsletter each month for a new Employee Spotlight.

So get out there and catch someone doing good!!

***WAIT.....Did you know that there is another way to formally recognize your fellow co-workers? Nominate them for a President's Award! See the other side of this page for more details!***