



STAFF COUNCIL 2019 WILDCAT SPIRIT AWARD

Purpose: To honor a CSU, Chico *staff* employee who displays exceptional Wildcat spirit

Award: An award of \$1000 will be given each spring to a staff employee. The award will be presented during the annual spring Staff Awards Luncheon. This award is sponsored by Chico State Administration and the Board of Governors of the University Foundation.

Who Can Nominate: Any employee of CSU, Chico can nominate a staff employee

Who Can Be Nominated: A nominee **MUST** be currently employed on a half-time or greater basis as a **staff*** member of CSU, Chico, Associated Students, University Foundation or Chico State Enterprises for the calendar year of 2019.

The following are **NOT ELIGIBLE** for the Wildcat Spirit Award:

- 1) A student employee
- 2) An MPP or faculty member
- 3) A current member of the Staff Council Executive Committee
- 4) A current member of a Staff Council Staff Recognition Award Screening Committee
- 5) A recipient within the past 24 months

The recipient of the Wildcat Spirit Award cannot also be the recipient of the Customer Service Award or Safety Award or the Staff Employee of the Year Award in the same award year.

The nomination packet must include:

- a. Completed nomination form (included in this document complete page 2 & 3)
- b. At least one letter of recommendation with a maximum of three from any Chico State employee, administrator and/or student. You may have multiple signatures on letter(s) of recommendation.

It is the nominator's responsibility to follow instructions precisely.

- 1) Nomination Packets Due by: **5 p.m. on Friday, March 6, 2020.**
- 2) Nomination packet must be complete and must be sent via email to stac@csuchico.edu
- 3) Subject line in the email "RE: Wildcat Spirit Award, Employee Name."

Please note...

- Nomination packets must be submitted digitally. Hardcopy/paper nomination packets will not be accepted for review.

*"Definition of "Staff" employee is defined by Title 5, 42700, page 540 (o). "Nonacademic employees" means an employee who provides non-instructional and non-administrative supporting services such as secretarial, clerical, and maintenance services. A nonacademic employee may have lead responsibility, but normally does not have responsibility for major decisions. Higher academic degrees are not an essential qualification for service as a nonacademic employee.

- Letters of recommendation received separate from the completed nomination packet will not be accepted for review.

**2019 WILDCAT SPIRIT AWARD
NOMINATION FORM**

California State University, Chico

Nominee

Department

Job Title

Years of University Service

Nominations will be accepted from any employee of the University and each should be signed by only one person.

Nominees for this award will be announced to campus following the closing of the nomination period.

Refer to page 1 for details on submitting a complete nomination packet.

Forms and letters will not be returned to nominators; please make copies if necessary.

Nominator Name

Nominator Signature

Department

Date

