



February 1, 2010

Steven B. Sample

President and
Robert C. Packard
Professor

Dear USC Community Member:

All members of the USC community are invited to submit nominations for the President's Award for Staff Achievement, which will be presented at the 2010 Staff Recognition Luncheon on April 27, 2010. This award is presented annually to a current, full-time member of the staff who has made outstanding contributions to the enhancement of USC. The award carries with it a \$2,000 honorarium.

The enclosed forms describe the nomination procedure. Nominations should be sent to Diane Schrader at CUB 2nd Floor, MC 0704. The deadline for submission is Thursday, February 25, 2010. The nominations will be reviewed by the staff achievement advisory committee, which will submit a short list of nominees to me for final selection.

Sincerely,

A handwritten signature in blue ink that reads "Steven B. Sample". The signature is written in a cursive style.

Steven B. Sample
President

Enclosures

cc: Todd R. Dickey
Senior Vice President for Administration

PRESIDENT'S AWARD FOR STAFF ACHIEVEMENT

Guidelines for selecting a nominee

- Nominees must have made an outstanding contribution toward enhancing the overall quality of university life for students, faculty, staff, alumni or members of the community, and have contributed to positive morale and an enthusiastic Trojan spirit.
- Nominees must be current, full-time staff members with a minimum of five years service.
- You may nominate more than one candidate.

How to submit a nomination

Complete the [nomination form](#) and supporting materials, and submit to:

Diane Schrader
Policy Development and Communication
CUB 2nd Floor
Mail Code 0704
Fax (213) 821-8101

Nominations are carried over for one year, so if a nominee was nominated last year (for the 2009 award) and he or she is still eligible, there is no need to submit a new nomination (although additional letters of support or other documentation is welcome).

Nominations will be reviewed by an advisory committee, which will submit a short list of nominees to the President for final selection. Any questions regarding the award may be directed to Diane Schrader at dschrade@usc.edu or (213) 821-8116.

President's Award for Staff Achievement

Please print or type this nomination form, attach letters of support, and submit to Diane Schrader, CUB Second Floor, MC 0704. See our Web page at www.usc.edu/adminops/saa/ for this year's deadline. This is a fillable PDF form and can be completed on your computer using Adobe Acrobat.

Staff Nominee:

Last Name

First Name

Title

Department

Building Address

Mail Code

Telephone

Only one nominator is required. Additional nominators are welcome and encouraged.

Nominator 1

Last Name

First Name

Title

Department

Building Address

Mail Code

E-mail

Telephone

Letter supporting nomination attached

Nominator 2

Last Name

First Name

Title

Department

Building Address

Mail Code

E-mail

Telephone

Letter supporting nomination attached

Nominator 3

Last Name

First Name

Title

Department

Building Address

Mail Code

E-mail

Telephone

Letter supporting nomination attached

For Office Use Only

Hire Date

Years of Service