



January 26, 2007

**Steven B. Sample**

President, and  
Robert C. Packard  
Professor

Dear USC Campus 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 2007 Staff Recognition Luncheon on April 11, 2007. 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.

Nominations should be sent to Michele White, project specialist, at CPB 1100, MC 8106. The deadline for submission is February 28, 2007. The nominations will be reviewed by an advisory committee, which will submit a short list of nominees to me for final selection.

Sincerely,

A handwritten signature in black ink that reads "Steven B. Sample". The signature is written in a cursive style with a large, stylized "S" and "B".

Steven B. Sample  
President