



KCSOS Distinguished Service Award Nomination Form — Due June 30

I take great pleasure in presenting for your consideration the nomination of the Kern County Superintendent of Schools (KCSOS) employee named below for the “**KCSOS Distinguished Service Award**”:

Nominee: _____

Position Title: _____

Department: _____

Years of Service: _____

The Employee Recognition Committee has established the following criteria:

1. The **Distinguished Service Award** recognizes a KCSOS employees who, for a variety of reasons, has exemplified what it means to be a great employee.
2. Possible nomination ideas include:
 - Promoting KCSOS to the community
 - Promoting diversity in the office or in the community
 - Community service
 - Outstanding part-time employee
 - Outstanding service to KCSOS
3. Winners of the award will be ineligible for further nomination for a period of three years after receiving the award.
4. Nominees who do not win the award remain eligible for nomination in subsequent years, however, they must be re-nominated in accordance with the rules of the award.

Please include attached statement describing how your nominee meets the criteria for the award.

Please return this form and letters of support to the Employee Recognition Committee, 7th Floor, City Centre, by **June 30** each year to be considered for the Distinguished Service Award presented in August at the annual KCSOS Office Welcome. This nomination form and supporting letters will be kept confidential by the Employee Recognition Committee.

Name of Nominator/Department: _____

