

# *“Caught in the Act of Doing Good!”*

Extending "*kudos*" to another individual is praise given for achievement.

Have you experience or noticed a Facilities employee who is doing their job above and beyond the call of duty? If you see them doing random acts of kindness or going out of their way to help you or others in your area, building, or department, we want to know about it? So often the focus on the negative aspects of a situation, however we would like to accent the positive and give recognition to our workers for a job well done. This is open to all Facilities employees, no matter what their role in our Division.

Information needed:

Worker's name, Department or Shop:

What they did to receive Kudos:

Name of who submitted the information:

Email or phone number:

**Note: Send the completed form to Lynn Salsbury, Division of Facilities, 117A Dykstra Hall. Questions? 532-1719 Kudos may be randomly selected for use in Facilities Newsletter.**

Form on line at: <http://www.k-state.edu/facilities/forms/index.html>