

K-STATE UNIVERSITY SUPPORT STAFF OPPORTUNITY FUND
MERITORIOUS SERVICE AWARD
Nomination Form

Name of Nominee: _____

Position and Full Title of Nominee: _____

Employee ID Number: _____

Nominator Name: _____

Nominator Signature: _____

Name of Employing Unit: _____

Name of Employee Supervisor (if known): _____

Self-nomination is prohibited. Faculty, staff or students may nominate a university support staff for this award. Complete this form, print and **submit to the Office of the Vice President for Administration and Finance, 105 Anderson Hall.*

Eligibility and Criteria

All benefit eligible university support staff members are eligible to be nominated for the K-State University Support Staff Opportunity Fund Meritorious Service Award if they have completed one or more years of consecutive service to Kansas State University and if they have not been recipients of the award within the past five years. Award total of \$200 is taxable income for the employee.

Please indicate below in a detailed paragraph or more how the university support staff has demonstrated exceptional leadership and/or extraordinary effort in their position which proves to be a valuable service to the K-State community: