



Division of Student Affairs Spotlight Award Nomination Form

The Division of Student Affairs *Spotlight Award* is given to staff members, as individuals or as a team, who actualize the mission of San José State University and the Division of Student Affairs in their day-to-day work. It honors employees who have gone above and beyond their job descriptions to directly contribute to student success at SJSU. Awards will be presented on November 20, 2009 at the Division of Student Affairs' quarterly meeting. Each recipient of an individual award will receive a \$100 gold point card. Members of teams of three or less will each receive a \$100 gold point card; teams of three or more will divide \$300 in gold points.

For the Time Period: **September to October 2009** Nomination Deadline: **Mon, November 9, 2009-5:00 pm**

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| Name of Nominee: | | |
| Department: | Email Address: | Phone Extension: |
| 1. Please share how this individual went above and beyond his/her job description during the specified time period. | | |
| 2. How specifically did these efforts noted above contribute to student success at SJSU? | | |

**Please note that self-nominations are welcomed. Although nominations are confidential (i.e, we do not ask nominators to identify themselves), a summary of this nomination may be read during the presentation on November 20. Attach additional sheet if needed.*

Return completed forms to Sharon Willey at sharon.willey@sjsu.edu, Administration Building Room 242 or by intercampus mail at extended zip – 0031. For more info or questions, call Sharon at 4-7096.

THANK YOU FOR YOUR NOMINATION!

NOMINATION FORMS ARE DUE Monday, Nov 9 at 5:00 PM