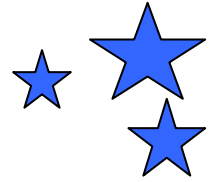


"A Case of Excellence"



Recommendation Form

Appropriate for Submission:

- Unsolicited letter commending County employee/volunteer for services provided
- Newspaper article regarding positive on-the-job contribution of County employee/volunteer
- Employee of the month/quarter/year awards
- Department newsletter article commending County employee/volunteer service
- Positive customer comment cards
- Other items commending the service provided by County employee/volunteer
- Awards to the department for its superior service

Attached are documents regarding the following County employees/volunteers:

(Please include employees/volunteers division and department name)

| | |
|-------------|-------------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

- The Review Committee reserves the right to make final decisions regarding what will be displayed. This includes the right to select excerpts from the multiple-page documents.
- No item will be displayed without approval from the County employee or volunteer it recognizes and his or her Department Head.
- When a letter is prepared for posting, the author's mailing address, phone number, fax number, e-mail address, etc., will be blocked out in the interest of protecting privacy, unless the letter is written on stationery from a business, organization, or government entity.

Submitted by: _____ **Dept:** _____

Job Title: _____ **Phone:** _____

Dept. Head Approval: _____ **Date:** _____