

APPENDIX A

This is an example of the nomination form. Forms should be completed and submitted through the Motlow State Community College website.

Team of the Year Award Nomination Form

The Team of the Year program recognizes outstanding performance and collaboration by groups of staff and faculty at Motlow State Community College. Please refer to the eligibility submission requirements for nominations.

Nominations must include this form, and a list of all employees on the nominated team. Persons submitting a nomination may elect to submit a video or additional documentation outlining the team's greatest accomplishment(s).

Nominated team:

Names of all team members:

Department/Program:

Describe in detail how the nominated team meets one or more of the following criteria:

(The selection committee will assign a score for each of the criteria below:)

1. **Outstanding service to others** (employees, students, visitors) – actions were especially helpful or made a good impression for the college:

Please limit to 400 words or less.

2. **Innovation** – the team developed something original, a new idea, a more effective process, solved a problem, improved productivity, safety, workflow, profitability, etc.:

Please limit to 400 words or less.

3. The team performance will likely have a **positive effect on the success of students or of a program/department:**

Please limit to 400 words or less.

4. Demonstrated **outstanding teamwork** in order to achieve a goal. Team did whatever was needed to accomplish goals – efforts may have crossed departmental lines and normal job duties.

Please limit to 400 words or less.

Submitted by: