The Sara Jayne Steen Operating Staff Service Award

Criteria Guidelines
The recipient of this award shall be an Operating Staff member who exemplifies the spirit and values of the institution:

The University motto *Ut Prosim* (That I May Serve) underscores the values upon which the Plymouth State University mission is built. Dedicated to providing a learning environment that supports development of the mind, body, and spirit, Plymouth State strives to prepare students for meaningful lives. Students are encouraged to be active agents in the education process together with the faculty, staff, and community. This philosophy is supported by the faculty and administration through a commitment to excellent teaching based on scholarship and creative endeavor, active involvement in University activities, and service to the wider community. Plymouth State is dedicated to providing learning experiences that promote understanding and respect for all people and constructive discourse that includes a range of perspectives. PSU strives to create an environment that supports diversity, equality, and inclusiveness for the entire community and strives to prepare students to participate respectfully and responsibly in a pluralistic society.

The Award
The award will be presented to one individual in the fall of each academic year.

Nomination Process
Please complete the nomination form with the name of the Operating Staff member you consider to be most deserving of this award. Please give examples of exceptional service your nominee has demonstrated.

Deadline
Please submit all nominations by **Friday, October 8, 2010**, to Operating Staff Speaker Diane Tiffany, Holmes House, Room 202, or email to dttiffany@plymouth.edu.

Who Can Nominate
All campus constituency groups, including members of the Campus Community Council (CCC) and local Chamber of Commerce members.

Eligibility for Award
Current PSU Operating Staff members.
Selection Committee
This committee shall be composed of seven (7) members: one from food services or the bookstore (alternate years), one from the community at large, one faculty member, one member of the student body, the Distinguished Operating Staff Award recipient, the OS speaker (chair) or speaker elect and the Distinguished PAT. The replacement of members on this committee is at the discretion of the chair.
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Nomination Form

I wish to nominate:______________________________________________________________

Former President Harry S. Truman once said, “It is amazing what you can accomplish if you do not care who gets the credit.” This statement applies to this individual for the following reason(s):

Please submit all nominations by Friday, October 8, 2010, to Operating Staff Speaker, Diane Tiffany at dttiffany@plymouth.edu. Please save your form and e-mail it to Diane as an attachment. Please try an electronic method before printing and mailing a paper copy.

Your name (please print):______________________________________________________________