



## Lawrence Schools Foundation A.C.E Award (*Acknowledging Classified Employees*)

The A.C.E Award recognizes and applauds classified employees whose efforts benefit students, faculty and staff, and others within and outside the USD 497 community. Students, faculty, classified and administrative staff may nominate any permanent part-time or full-time classified employee. Award recipients will be announced each fall and each spring.

The recipient of the A.C.E Award will receive a \$500.00 award.

### **SELECTION CRITERIA**

- Exhibits personal service to others through USD 497 affiliations and initiatives and to his/her community, organizations, etc...
- Exhibits exemplary job performance
- Maintains a positive attitude and is dependable, conscientious, and caring
- Works easily with others both internal and external to the district
- Motivates others

*Nomination Deadlines:*  
*September 30, 2020*  
*April 1, 2021*



# A.C.E Award Nomination Form

*(Acknowledging Classified Employees)*

In recognition of exemplary & outstanding contributions to USD 497, I would like to nominate the following employee:

Name of Nominee: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_

Describe in detail how this nominee represents the spirit of the award. Please give specific examples using the following criteria:

1. Positive attitude towards fellow employees, faculty, students, and the public
2. Outstanding work performance
3. Performance beyond specific job duties
4. Other considerations.

Nominator's Name: \_\_\_\_\_  
Nominator's Signature: \_\_\_\_\_  
Email/telephone Number: \_\_\_\_\_

Please attach this form to your letter of support and send completed and signed nomination form to:

CONFIDENTIAL  
Lawrence Schools Foundation  
Attn: Dena Johnston/ Executive Director  
110 McDonald Drive  
Lawrence, KS 66044  
Email: [djohnsto@usd497.org](mailto:djohnsto@usd497.org)

For Foundation Use Only:

Employee status verified by Human Resources: \_\_\_\_\_(Y) \_\_\_\_\_(N)