



Support Staff Person of the Year Award

Rules & Objectives

OBJECTIVE

Each year, the Sacramento Chapter selects support staff to recognize their outstanding service and high level of achievement. To acknowledge the contributions of administrative staff who support the Sacramento Chapter/ National APWA functions and/or provide exemplary service to their agency or firm, the Sacramento Chapter presents its "Support Staff of the Year" Award Program. The award is based on consistent or cumulative efforts which have resulted in the enhancement of the Sacramento Chapter, National APWA, the Agency or Firm.

NOMINATIONS

Candidates for the award must be nominated by their supervisor with two supporting signatures to the nomination. All participating supporters must be members of APWA. Nominations are due by **Monday, November 18, 2024**. Please mail, fax, or email the completed nomination form to:

Richard Liptak, APWA Awards Chair

ADDRESS: APWA Sacramento Chapter
c/o DOKKEN ENGINEERING
110 Blue Ravine Road, Suite 200
Folsom, CA 95630

FAX: (916) 858-0643

E-MAIL: rliptak@dokkenengineering.com

SELECTION OF AWARD RECIPIENT(S)

The selection will be made by the Awards Committee. The recommendation will be reported to the Executive Committee and shall include in its report a profile of the recommended candidates and the names of the other nominees.

AWARD PRESENTATION

The winner(s) will be recognized at the 2024 Support Staff Appreciation Luncheon on Friday, December 6, 2024. The winner(s) will receive a cash prize of \$200 and an engraved plaque commemorating his/her achievement.

PLEASE REMEMBER

- One award will be announced in each category in recognition of contributions made by an administrative staff to support the activities of the Sacramento Chapter/National Organization, Agency or Firm.
- The support staff must be nominated by his/her supervisor with support (signatures) of two additional individuals.
- The nominator and two supporters must be APWA members.
- Final nominations and supporting material are due no later than 5:00 p.m., Monday, November 18, 2024.
- Emailed nominations are encouraged. Please send to rliptak@dokkenengineering.com.
- If mailed, please submit two (2) copies of the Nomination Form and any supporting material.