

To: Administrative & Exempt Staff
From: Administrative Professional Development Committee
Subject: Peer Recognition

Administrator Peer Recognition

If at anytime throughout the year there is an administrator on campus whom you would like to recognize for an excellent effort, Peer Recognition is the answer. Is there someone who has gone that extra mile to do something really special in the way of customer service, solving a problem in your department, exemplifying the One Brookdale spirit, or something else that you feel should be acknowledged?

The Administrative Professional Development Recognition Committee will join you in saying "Thank You."

Simply fill out this form and we'll send that Thank You message and gift right out. All recipients will be acknowledged at our year-end event.

Please copy this form and respond throughout the year when an opportunity arises to recognize a peer.

Date: _____ **Department:** _____

Person to be recognized: _____

Reason for recognition: _____

Nominator's name: _____

Do you want your name on the "Thank You" card? **Yes** _____ **No** _____

Please email or inter-office your completed form to:

Debbie Almeida (BAC) ext. 2745