



Employee or Airport Partner Employee Recognition Program Nomination Form

Submission Date: _____ Nominee: _____ Company: _____

The Chippewa Valley Regional Airport (CVRA) would like to recognize those employees who go the extra mile. There are many ways in which an employee may contribute above and beyond what is expected. This may include a suggestion or action that improves an established process, improves service to customer(s) served by CVRA or its partners, and/or when an employee goes above and beyond in their regular work assignment or out of their way to help with a special project.

Every employee nominated for the month would be recognized and entered into a drawing for a \$25 restaurant gift certificate. The Airport Commission will review nominees on a quarterly basis and select the top nomination to receive a \$50 Chamber of Commerce gift certificate.

In the space(s) below, please indicate the employee you wish to nominate for recognition and the reason you are nominating them. **Please write legibly** and include all information requested. Incomplete forms will not be considered. Nominations should be supported with specifics of what the nominee's actions or efforts resulted in.

Who can nominate and who can be nominated? ANY CVRA Employee or Airport Partner Employee (airline, restaurant, car rentals, TSA, FBO, etc.) Nominations are welcome from anyone who would like to recognize an Airport employee or Airport Partner employee.

Please select the most appropriate activity or accomplishment related to your nomination.

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|--|-------------------------------------|---|---|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Extra Mile | <input type="checkbox"/> Cost Savings | <input type="checkbox"/> Workplace Safety |
| <input type="checkbox"/> Distinguished Service | <input type="checkbox"/> Attendance | <input type="checkbox"/> Personal Achievement | <input type="checkbox"/> Other _____ |

Nominator(s): _____ Company: _____ Phone/Email: _____

Check here if you wish to nominate anonymously

Accomplishment (Reason for nomination):