

**Nominate A Deserving Colleague Now!**  
**Levitt Award Nominations Now Being Accepted**

Nominations are now being accepted for the Madelyn M. Levitt Distinguished Community Service Award and the Madelyn M. Levitt Employee Excellence Awards. These awards will be presented at the Faculty and Staff Convocation on Thursday, September 18<sup>th</sup>, at 3:30 p.m. in Parents Hall, North, with a reception to follow in the upper gallery. (*Note change of location from previous years*).

**Madelyn M. Levitt Distinguished Community Service Award**

Eleven years ago, Madelyn M. Levitt established a special award to recognize outstanding contributions of Drake faculty and staff to the Drake community. Criteria for the award include a demonstrated personal commitment to volunteerism and community service, an outstanding record of leadership or substantial involvement in community projects, services and activities contributing to the quality of life in our region, state and/or the nation, professional and personal values and behavior that typify the ideals of giving back to others and making a difference in the lives of others. The nominee must be a current faculty or staff member with at least five years of service at Drake.

**Madelyn M. Levitt Employee Excellence Awards**

The Employee Excellence Award was established to encourage recognition of excellence and accomplishment. The award is presented to two staff employees who demonstrate exceptional commitment to excellence in the performance of their duties. Criteria for the award include exceptional performance as an employee of Drake University, consistently going above and beyond the regular expectations of the position, outstanding dedication to providing courteous, prompt and quality service, demonstrated commitment to university programs, initiatives and services, professional values and behavior that demonstrate exceptional service to others and a commitment to Drake University. The nominee must be a current staff member with at least one year of service at Drake.

**Nomination Process**

If you would like to submit a nomination for one or both of the above awards, please provide a letter of nomination to the Levitt Award Committee c/o Human Resources 1331 27<sup>th</sup> Street, by **4:30 p.m. on Monday, September 8, 2008**. One nomination letter detailing specific examples of how the nominee exemplifies each of the applicable criteria is desirable. Additional letters of support are not necessary.

A description of the awards, including financial gifts, can be found on the Human Resources web page at <http://www.drake.edu/hr/recognition/LevittAward.pdf>

Letters of nomination received after 4:30 p.m. Monday, September 8 will not be considered. Recipients will be announced at the Faculty and Staff Convocation on September 18<sup>th</sup>.

