

**OFFICE PERSONNEL OUTSTANDING SERVICE AWARD
OFFICE PERSONNEL SECTION
NOMINATION FORM**

One of the benefits of membership with the Georgia Public Health Association (GPHA) is the ability to nominate individuals or groups for the various awards GPHA bestows.

Purpose of the Award: The Office Personnel Outstanding Service Award was first given in 1989. This award is presented to a member of the Office Personnel Section who has demonstrated exceptional merit to enhance Public Health's Administrative services, promote the office personnel section and serve the community.

Nominee Name: _____
Address: _____
City: _____ County: _____ GA Zip: _____
Agency: _____ Position: _____
Nominated by: _____
Address _____ City: _____ GA Zip: _____
Telephone: _____ FAX: _____
E-mail Address: _____

Nomination Criteria:

1. Member of GPHA
2. Member of office personnel
3. Employed in office or administrative services
4. Activities demonstrate improved outcomes/activities for office personnel section
5. Services have enhanced public health administrative services
6. Involvement in communities/organizations

Criteria for Selection:

1. INNOVATION: How did the nominee do something that was new or unique?
2. IMPACT: What did the nominee do to improve the quality of Public Health services?
3. TIMELINESS: How did the nominee's activities address a current Public Health problem?
4. VISIBILITY: How did the nominee increase the community's awareness of Public Health?
5. INITIATIVE: How did the nominee demonstrate initiative or persistence in his/her activities?

The nomination form should not be longer than 4 pages including the Nomination Form. All 5 Criteria for Selection should be addressed. Attachments will not be accepted.

NOMINATION DEADLINE: NOVEMBER 16, 2010

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