

# STUDENT GOVERNMENT ASSOCIATION MURRAY STATE UNIVERSITY

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## Interoffice Communication

Subject: JIM BAURER OUTSTANDING STAFF SERVICE AWARD

Date: January 20, 2020

To: Murray State University Students

From: Jeanie Morgan, Advisor  
Student Government Association

The Jim Baurer Outstanding Staff Service Award was established to honor and recognize a staff member who has gone above and beyond the call of prescribed duty and shown exceptional dedication with regard to the students of Murray State University.

The selection will be made by a committee consisting of students based on nomination application and recommendation of supervisor.

Each nominee will be considered on the following:

1. Nomination information presented by a full or part-time student, of any Murray State University campus, who is nominating the staff member.
2. A department chairman or director will be called upon to submit a letter, on behalf of the nominated staff member, concerning the extraordinary service the nominated staff member brings to the University.
3. Nominees' credentials (application and letter of recommendation from supervisor) shall be reviewed by the Selection Committee with a recipient chosen.
4. The staff member nominated must be employed fulltime and have been employed fulltime for a minimum of five years.

Please submit the attached form (or forms may be obtained online ([www.murraystate.edu/sga](http://www.murraystate.edu/sga)) to Jeanie Morgan, Student Government Association. Applications must be submitted no later than NOON, FRIDAY, MARCH 6, 2020.

NOMINATION FOR  
STUDENT GOVERNMENT ASSOCIATION'S  
JIM BAURER OUTSTANDING STAFF SERVICE AWARD

I, \_\_\_\_\_, would like to  
(your name)

nominate \_\_\_\_\_ for the award.  
(staff)

Nominee name \_\_\_\_\_

Campus address \_\_\_\_\_

Campus telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Please complete the following information:

1. What area does the staff member work in?
  
2. What qualities do you feel this staff person has that would qualify him/her for this award? (May use additional space)

**\*REQUIREMENT FOR AWARD: FIVE (5) YEARS FULL TIME EMPLOYMENT AT MURRAY STATE UNIVERSITY**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

**DEADLINE - NOON, FRIDAY, MARCH 6, 2020**