



Human Resources & Payroll  
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
 Phone: 703-993-2600; Fax: 703-993-2601

**Margaret C. Howell Award Nomination Form**

**Information**

Nominee's Name \_\_\_\_\_

G# \_\_\_\_\_ Department \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Department Head's Signature \_\_\_\_\_

Has this employee received any monetary or non-monetary awards this fiscal year?

Yes \_\_\_ No \_\_\_ If so, what was the amount/value? \_\_\_\_\_

**Criteria**

- Nominee has at least three continuous years of service at Mason
- Nominees should display evidence of work that promotes respect, diversity and individual dignity throughout the University and the developing community. Some examples include: providing mentorship for students, faculty or staff; developing programs that promote cross-cultural understanding and cooperation; or, resolution of problems and concerns based on individual differences.
- Nominees' efforts should show an impact on an individual or individuals, George Mason University, and/or the surrounding community.

Please indicate which, if any, of the Mason values the nominee has demonstrated:

- |  |  |
|--|--|
| <input type="checkbox"/> Our students come first                       | <input type="checkbox"/> We are careful stewards |
| <input type="checkbox"/> Diversity is our strength                     | <input type="checkbox"/> We act with integrity   |
| <input type="checkbox"/> Innovation is tradition                       | <input type="checkbox"/> We thrive together      |
| <input type="checkbox"/> We honor freedom of thought<br>and expression |  |

**Description**

Please attach a brief citation of approximately 65-70 words describing the achievements of the nominee and how he/she meets the criteria. If you selected a value above, be sure to briefly explain why.

In writing the citation copy, please compose it to be read aloud easily at the ceremony. Keep in mind that the award will be displayed on the recipient's wall—ask yourself how you think the recipient would want to be remembered for his/her accomplishments.

In addition, please consider including several letters of support which describe how the nominee meets the criteria.

**Send the completed form, attached citation and letters to:**

**Reward & Recognition Office, HR & Payroll, MSN 3C3**