

**Category:** Team and People

**Award:** Team Foundation Award

**Submission Deadline: December 29, 2023**

Email forms to [tellus@princeton.edu](mailto:tellus@princeton.edu) or send through campus mail to US Rewards and Recognition, 7 New South, Office of the VP

### Background

University Services team members are the foundation of our organization. We value and respect one another's diversity, knowledge and experience, while fostering a culture of appreciation, and we are committed to providing learning opportunities and support in order for our people to flourish.

The Team Foundation Award is presented to a University Services team (2 or more individuals) for their exceptional performance, outstanding achievements and teamwork that have made a positive impact on customers' Princeton experience(s).

### Selection

Award winners will meet the general requirements (see General Guidelines) and be selected based on the committee's review of Part II: About the Team on the nomination form.

### Award

Award winners will receive a monetary award (divided equally among team members) and a commemorative plaque for each team member which will be presented at the annual Rewards and Recognition event. A team that has been awarded the Team Foundation Award may not be considered for a second Team Foundation Award within a five-year period; however, individual members of the team may be nominated as part of a different team or for the Individual Foundation Award. Winners are also eligible to be nominated for awards in different categories. Please note that all monetary awards are subject to taxes and dollar amounts are subject to change each year.

### Nomination Process

To nominate a team for the Team Foundation Award, please **complete PART I through PART III**.

For assistance with this form, speak with your manager, contact Verita Murrill ([vmurrill@princeton.edu](mailto:vmurrill@princeton.edu) or 609.258.2676), or make an appointment with Princeton Writes ([pwrites@princeton.edu](mailto:pwrites@princeton.edu) or 609.258.9980).

## PART I. WHO WOULD YOU LIKE TO NOMINATE?

Team Name or Unit/Department:

Team Leader or Project Sponsor or Unit/Dept. Manager:

Description of the project(s) or work performed by team:

## PART II. ABOUT THE TEAM

Please choose Option 1 or Option 2 below. Attach additional pages to this form if necessary.

Option 1: Nominators may answer as many of the following questions that describe why the team you have nominated should be awarded the Team Foundation Award. Additional information may be attached to this form.

Option 2: Submit a free-form nomination, using the questions below as a guide, and attach it to this form.

How has the team created a supportive and positive environment (culture of appreciation) within the department or University Services?

What important and impactful contributions has the team made to the department, University Services or Princeton University?

How has the team shown exceptional integrity, dedication, responsiveness, flexibility and reliability?

How has the team collaborated and built partnerships within and beyond the department or University Services?

How has the team supported or created learning and development opportunities that have increased knowledge and skills for staff, the department or University Services?

## PART III. NOMINATOR INFORMATION

The selection committee may contact you if additional information is needed.

Name and Title

Email or Phone