



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

Presidential Citation Nomination Form

Information

Nominee's Name _____

G# _____ Department _____

Supervisor's Signature _____

Supervisor's Printed Name _____

Department Head's Signature _____

Department Head's Printed Name _____

Criteria

The Presidential Citation is a non-competitive award presented by Mason's President to recognize an individual or group who:

- performed an exceptional deed or service that may or may not be related to their job responsibilities.
- took a personal risk or sacrifice to perform the deed or service.
- displayed good citizenship and/or a sense of public responsibility.

Description

Please attach a narrative describing how the nominee(s) meets the criteria.

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

Send the completed form and attached narrative to:

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