

Offering a way for  
you to say ...

*Thank you!*

For the outstanding  
customer service you  
received!

Nomination forms also available at:  
[www.north-cedar.org](http://www.north-cedar.org)



*Amazing,  
Respectful,  
Motivated,  
Outstanding and  
Remarkable*

Nomination Form:

*by North Cedar Community School's  
Valuable Employees*



Do you know someone in your school or department who really "gets it" when it comes to exceptional customer service? If so, the North Cedar Community School District wants to recognize them for having a positive impact on students, staff, and parents. We are looking for a NCCSD employee who has made a special effort on your behalf by performing outstanding service. 'ARMOR Award nomination form is below. Once completed please return to the North Cedar Community School District Office.

Please Honor: \_\_\_\_\_ Building: \_\_\_\_\_  
(Employee's Name) (School Building)

Name of Person Submitting Nomination: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Share your experience, the impact of the individual had on you, and why you are nominating this employee for the ARMOR Award.



North Cedar Community School District...to ensure a safe and caring environment for each student, providing the essential knowledge, values, skills, and attitudes to create lifelong learners who are responsible, contributing, and productive citizens in a changing and increasingly diverse world.

### **Program Description**

The 'ARMOR (Amazing, Respectful, Motivated, Outstanding, Remarkable) Award is presented monthly to someone in the NCCSD who "really gets it" when it comes to providing exceptional customer service, which in turn results in a positive impact on everyone including students, parents, co-workers and members of the community.

### **Who Gets Nominated?**

Faculty and staff members are nominated by anyone in the NCCSD or community via the NCCSD website, wherein a special 'ARMOR Award link is provided. All nominations must include information on how the individual has provided exceptional customer service, as well as how the employee's actions impacted the nominator. The name and contact information of the nominator must be included.

### **How Are Winners Selected?**

The NCCSD administrators and managers meet monthly representing all schools and district departments. The administrators and managers are charged with reviewing nominations and selecting a NCCSD employee whom exhibits the traits of exceptional customer service.

### **What Is The Process For Honoring 'ARMOR Winners?**

Each 'ARMOR Customer Service winner is recognized by the NCCSD Board of Education at a monthly School Board Meeting.

Winners have no idea who nominated them, as that is kept secret from the winner until the actual School Board Meeting when the nominator is asked to join the winner. The nominator will read their nomination at the board meeting.

'ARMOR Customer Service winners are given specially designed 'ARMOR certificates from the School Board to be displayed in their work area.

In addition, winners receive recognition in the form of an article and photo on the District Website, Facebook page, Sun -News. An annual publication highlighting all the 'ARMOR winners for the academic year is also published and distributed throughout the community.

### **What Happens When A Nominee Is Not Selected As A 'ARMOR Customer Service Winner?**

Nominees not selected as 'ARMOR Customer Service winners for a particular month, are held "in the pool" for a one more month. Following that time, the nomination forms of those not selected for the award are forwarded to the individual's supervisor where they are recognized within the school or department.

