EXHIBIT A

SPIRIT Award Nomination Form

Nominee Information:

Name:_____ Department:_____ Phone #:_____

Nominator Information:

Name:_____ Department:_____ Phone #_____

Signature:_____ Date:_____

The City of Delray Beach ***SPIRIT Award Program*** awards and recognizes employees for their exemplary actions in following the City's Core Beliefs by providing exceptional ***S****ervice* through ***P****erformance* by acting with ***I****ntegrity*, being ***R****esponsible*, taking ***I****nnovative* action, and practicing ***T****eamwork*.

Any City Employee may be nominated provided that he or she has demonstrated (a) an incident outside the normal scope of job responsibilities, (b) a history of exemplary City service through actions which display SPIRIT or, (c) an act or event which positively impacts the city, community, or general public.

Please use the space provided below explaining the employee's exemplary service. Feel free to attach any supporting documentation i.e. photos, comment cards, etc.

Nominations must be submitted to Human Resources no later than the 1st Friday of the months of October, January, April, and July.

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