*St. John's University*

**PRESIDENTIAL RECOGNITION PROGRAM**

# RECOMMENDATION FORM

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| --- | --- |
| **Employee Name:** | **XNumber #:** |
| **School/Unit:** | *(Circle One)* |
| **Recommended By:** | **Staff or Admin** |
| **Date of Request:** | **HR Approval:** *(For HR Use Only)* |
| **\*Approved By: *(See Tier Level for required approval signature)*** |  |

**Award Recommendation:**

(Describe the event that links to furthering the University’s Strategic Priorities or Unit Plans**)**

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If this is an award recommendation for a group or team, please write the overall recommendation above and attach a list of the group members including social security numbers, employee type, tier level recommendation and award amount.

**Tier Level: Award Amount:**

(Check appropriate box) (Enter $ Amount)

* Tier I Award ($100 - $500)

*(\*Requires VP or Dean signature)*

* Tier II Award ($501 - $1,000)

*(\*Requires VP or Dean signature)*

* Tier III Award ($1,001 - $2,500)

*(\*Requires Sector Leader (SVP/EVP/Provost) signature)*

**Award Type:** *(Check one)*

* Cash Award
* Non-Cash Award Describe Award: