

# The Distinguished Staff Award

A Distinguished Staff Award is established in order to express appreciation and recognition to present or past staff members, employees or faculty members of Cal Farley's, including Boys Ranch, Girlstown and associated Cal Farley's entities. The award is made by the Cal Farley's Alumni Association each year at the Annual Alumni Reunion.

## The Distinguished Staff Award Committee

The committee consists of 5 to 7 members nominated by the Executive Committee and elected by the Board of Directors. The Distinguished Staff Award Committee is a standing committee of the Association. The make-up of the committee should seek to provide representation from the different eras and history of the Ranch. Committee members will serve three year terms with one to three rotating off each year.

## Nominations

**Who may be nominated:** All current and retired professional Cal Farley's staff persons who have been employed at Cal Farley's are eligible to be nominated. Nominees will be vetted through Cal Farley's administration before being forwarded to the Distinguished Staff Award Committee.

**Guidelines for making Nominations:** The Distinguished Staff Award Nomination Form should be filled out and included in the nomination packet. This form is available on the Association website. Nominators need to explain how nominees provided extraordinary service beyond their basic job description, and demonstrated the Cal Farley's values of **integrity, excellence, cooperation, innovation, motivation** and **respect**. Nominators will also explain how the nominee:

- Provided superior sustained service or a special one-time contribution to the mission of Cal Farley's;
- Continually contributed to a respectful and cooperative work environment;
- Exhibited exceptional resourcefulness, innovation, or creativity, and exemplified excellence and integrity in workplace relationships, interactions, and decision-making.
- Positively affected the lives and performance of current and/or previous residents of Cal Farley's Boys Ranch and/or Girlstown.

Nomination letters need to identify at least three of the above criteria that apply to the nominees.

All Cal Farley's Alumni Association Members are welcome to nominate current or retired staff members for the Distinguished Staff Award. The nomination process requires submittal of:

- The Distinguished Staff Award Nomination form;

- 1 nomination letter (not to exceed two pages in length) and
- 2 support letters (not to exceed two pages in length)

The nomination packets, including the above, will be submitted to the Executive Director of Cal Farley's Alumni Association. The Director will submit the name of the nominees to Cal Farley's administration for vetting. Then the nomination packets will be submitted to the Distinguished Staff Award Committee for consideration. Nominations need to be submitted by April 1st prior to the Annual Reunion recognition.

**Tips for writing nomination letters:**

- Provide concrete examples of the candidate's exceptional performance. Please tell why this particular employee shines.
- Quote examples of the nominee's outstanding qualities as stated by others.
- Submit letters composed by groups of supporters.
- Solicit many letters and choose the best three to submit.

Nominators will provide support letters from more than one constituency. Support letters could come from several of these groups:

- coworkers
- supervisors
- faculty
- students
- peers
- other alumni

**SELECTION PROCESS**

The Distinguished Staff Award Committee begins review of all nominations shortly after the submission deadline of April 1st, carefully considering each nominee according to the award criteria. The selected winners will be invited to the Alumni Association Annual Meeting and Dinner held in September where the presentation will be made.