

**NOMINATION DEADLINE: FRIDAY, June 3, 2016**

Mail to: Shattuck Awards Committee, 333 Washington Street - Suite 854 Boston, MA 02108  
Or email: dsmith@bmr.org

Individual Making Nomination: \_\_\_\_\_ Title: \_\_\_\_\_

City Department: \_\_\_\_\_ Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

✓ Check:  City Dept. Head  City Employee  BMRB Director  BMRB Member  Private Citizen  Shattuck Award Recipient

**Employee Nominated**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Bus. Address: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Business email: \_\_\_\_\_

No. of years as a City Employee: \_\_\_\_\_

In Current Position: \_\_\_\_\_

Former City positions held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

★ On a separate sheet, provide a thorough explanation of why your nominee is deserving of a Shattuck Award. Additional supporting statements from other individuals are encouraged to be included with this nomination. Include a description of duties for current and past positions. ★

**Do not staple the statements**

**THE COMMITTEE RELIES HEAVILY ON THESE STATEMENTS WHEN MAKING ITS SELECTION.**

Recognizing the “unsung hero” for extraordinary service to Boston

★NOTE: **Your Nominee Must Meet the Shattuck Award Criteria** ★

- ◆ Unusual competence and professional spirit in handling assignments.
- ◆ Exceptional initiative and professional attitude.
- ◆ Proven ability to efficiently and productively deliver services to the public
- ◆ Helpful and cooperative attitude toward fellow employees and the public at all times.
- ◆ Prudent management and administration of all assigned responsibilities.