



**Town of Woodfin  
Excellence in Service Award Program Form**

1. **Nominee(s):**
2. **Individual Nominating Employee(s):**
3. **Direct Supervisor of Nominee(s):**
4. **What Level is the Employee being nominated for (Level I, II or III):**
5. **What is the Amount of the Recommended Award:**
6. **What Category is the Employee being nominated for (i.e. Team Achievement, Customer Service, etc.):**
7. **What was the date of achievement:**
8. **Please describe how the employee's actions or achievements are aligned with the applicable section(s) of the town's policy:**
  
9. **Direct Supervisor's Comments (optional):**

Sign-off (Name & Date)

Supervisor:

Department Head:

Town Manager: