



Moraga Employee of the Month Nomination Form

*"Recognizing Moraga's Courteous,
Friendly and Helpful Employees"*

*Sponsored by the Rotary Club of Moraga &
The Moraga Chamber of Commerce*



Today's Date _____ Name of person filling out this form _____

Name of Employee _____ Total No. of Years with Employer _____

Employee Position Title _____ Year employee first started working for employer _____

Brief Job Description of Employee Position _____

Name of Employer _____ Employer Phone No. _____

Reasons why this Employee Deserves the Award (i.e. superior customer service with examples; ways employee has contributed to company's success; volunteer efforts in community or for charitable cause; attendance; etc)

One Example that Shows the Value of this Employee _____

On a Scale of 1 to 10 please rate the Employee in the following areas: Competence _____ Innovation _____
Attendance & Punctionality _____ Customer Service _____ Community Service _____ Relations with other Employees _____

Name of Nominating Person _____ Contact Phone No. _____

Forms to be filled out and submitted by the 15th of each month. Winners to receive \$100 gift card(s) and to be presented at a monthly Rotary meeting. Those not chosen will be kept in nomination for a period of six months. Forms can be printed online at <http://moragachamber.org/> and faxed to 925-376-8002 or mailed to the Moraga Rotary Club at P.O. Box 122, Moraga, CA 94556

Moraga Employee of the Month

Rules and Guidelines

The Employee of the Month award is intended to recognize an employee of a Moraga business who has exhibited superior customer service and contributed in a significant manner to the success and/or mission of his or her company, agency, school or other entity.

- The award winner can be a fulltime, part-time or volunteer employee who has worked with his/her employer a minimum of six months.
- The candidate will be evaluated based on superior customer service, competence, innovation, attendance & punctuality, relationships within organization or company and other criteria.
- Nominations are due by the 15th of each month and a winner will be announced during the first week of each month.
- Winners will receive a \$50 gift card to a local store AND a \$50 gift card/certificate to a Moraga restaurant as well as a certificate of accomplishment.
- Winners will be asked to take a photo of the certificate presentation, which may be used to publicize the achievement in the Lamorinda Weekly.
- Winners will be presented with the gift card at a Rotary luncheon on the second Tuesday of each month and the employer or supervisor. Each will receive a complimentary lunch
- Non-winning candidates will be kept in nomination for a period of six months.
- Candidates will be evaluated by a panel representing both the Moraga Rotary and the Moraga Chamber of Commerce.
- Employers can nominate up to three employees in any one specific monthly period.
- Winning candidates will be put into a yearly pool from which a Employee of the Year award may potentially be given.
- The Moraga Rotary and the Moraga Chamber of Commerce reserves the right to make modifications to the program and/or change the nomination requirements when it becomes necessary.
- Nomination forms are available to download and print at either the Moraga Rotary (www.moragarotary.org) or the Moraga Chamber of Commerce (www.moragachamber.org) websites.