



# Flame Awards Program Process



## Purpose:

We at CGU want to recognize the effort and commitment that each and every one of our workers puts forth on a daily basis.



## Step 1:

Faculty and Staff will need to go to the human resources website where they will find “The Flame Awards” tab. On The Flame Award’s webpage there will be a nomination form at bottom right. Faculty and Staff will need to complete the form in its entirety.



## We Want Details:

Faculty and staff need to make sure they detail the reasoning behind their submission. We want to make sure we acknowledge everything our employees do. A detailed paragraph is required for award nominations to be recognized.

## Submitting an Award:

Once the nomination form is completed in full, submit it to this email address:

[Human.resources@cgu.edu](mailto:Human.resources@cgu.edu).

Please allow up to 72 hours for your award to be processed. You will receive a confirmation email once your award has been accepted. If there are corrections that need to be made, a member of our team will reach out to you during the 72-hour period.



### Receiving the Award:

Please allow up to 7 days for your award to be ready after it has been accepted and processed in our system.

- Your award will be presented on a certificate highlighting the accomplishments of that individual.
- The Nominator will be contacted once the award is ready. The different methods for delivering the award are:
  - In Person pick-up
  - Digital Certificate
  - Mailed Certificate



### We Want to Acknowledge You:

All awards will include their nomination forms as part of their awards package. We want our employees to know that their hard work and dedication to both CGU and its communities is valued. For further questions regarding The Flame Awards, please contact [human.resources@cgu.edu](mailto:human.resources@cgu.edu) or visit our website.

### Cash Awards:

The only awards that can include a monetary gift under \$20 are:

- The Spot Light Award
- The Spark Award
- The Wildfire Award
- The Northern Light Award

