

2003

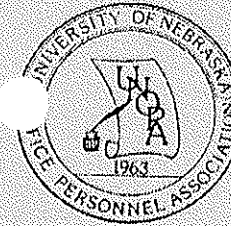
## 2003-04 UNOPA Silver Pen Award

Follow this and additional works at: <http://digitalcommons.unl.edu/unopaevents>

---

"2003-04 UNOPA Silver Pen Award" (2003). *UNOPA Special Events*. 44.  
<http://digitalcommons.unl.edu/unopaevents/44>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Special Events by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.



**University of Nebraska**  
**Office Personnel Association**

**Floyd S. Oldt 2003-2004**  
**Silver Pen Award**

The University of Nebraska Office Personnel Association (UNOPA) established the Silver Pen Award during the 1987-88 academic year to honor two University of Nebraska-Lincoln office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. Since this award was established in the year of UNOPA's Silver Anniversary and the pen is an instrument common to all UNL personnel, the award was appropriately named the Silver Pen Award. An endowment by the Floyd S. Oldt Foundation began during the 1991-1992 academic year and this award was renamed the Floyd S. Oldt Silver Pen Award. Any University of Nebraska employee may nominate another eligible employee.

To be eligible, the nominee must be an office/service employee engaged in secretarial, clerical, or business work at UNL. Note: UNL is defined to include the University of Nebraska-Lincoln, the University of Nebraska District Research and Extension Centers or Central Administration; and employees of UNO or UNMC whose primary work location is on the UNL campus. Members of the 2003-2004 Awards Committee, including the director, and UNOPA elected officers are ineligible. Individuals who have previously received this award are also ineligible. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year.

A monetary cash award of \$600, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership will be awarded to two (2) recipients. All Floyd S. Oldt Silver Pen Award Nominees will receive a printed certificate and will be recognized at the luncheon on Tuesday, February 10, 2004, at the East Union.

This information may be found on UNOPA's website:  
<http://www.unl.edu/unopa/silver.htm>



*FLOYD S. OLDT 2003-2004 – SILVER PEN AWARD*

**GUIDELINES AND APPLICATION PROCESS**

1. Complete a cover page with the following:

**NOMINEE'S INFORMATION**

Nominee's Full Name                      Title

Date of Hire

Department                                      Campus Address

**NOMINATOR'S INFORMATION**

Nominator's Name

Campus Address                                      Phone Number

2. Please limit your response to a one (1) typed page according to the criteria listed below. To help assure impartiality, nominee's name, title, and department are noted **ONLY** on the front cover page.
3. Include no more than three (3) letters of recommendation in support of this nomination
4. To be considered, nominees must meet ALL eligibility requirements listed on the first page, second paragraph. Judging will be based on a point system with each question worth from "0 to 10" points.
5. Return nomination information no later than Friday, January 9, 2004.

**CRITERIA FOR EVALUATING NOMINATIONS**

1. Explain how this individual has performed beyond expectations within their position(s) during their employment at the University.
2. What significant contributions has this individual made to the University outside their department?
3. In what activities (past or present) does the nominee participate for the purpose of self-development and/or professional growth?
4. Provide evidence of the nominee's character, personal attributes, and caring attitude as an employee of the University.

5. Please list any other information relevant to the nominee and to support this nomination.
6. Please add no more than three letters of recommendation.

The selection panel will consist of six judges, all from UNL: one administrator, one faculty member, a director, a manager or supervisor, one office employee, and one service employee.

**NOMINATIONS DEADLINE: January 9, 2004**

**AWARD PRESENTATION: February 10, 2004 – East Union**

**RETURN NOMINATION, COVER PAGE, AND LETTER(S) OF RECOMMENDATION TO:**

Becky Hastings  
UNOPA Awards Director  
1700 Y Street  
City Campus 0606

Comments - contact one of the following Awards Committee members:

Becky Hastings, Awards Director - 472-2085  
Barb Carley – 472-0083  
Kathy Schindler – 472-9827  
Jan Wassenberg – 472-6965