

Thanks-a-Gram

- Outstanding service Outstanding presentation Outstanding project
 Outstanding report Great idea Money saver Time saver Other

TO: _____

RE: _____

FROM: _____

DATE: _____

Thanks-a-Gram instructions:

1. Fill out information above.
2. Present the "Thanks-a-Gram" to your deserving co-worker(s).
3. (Optional) Email/send it to the Human Resources Office (dcagle@kcc.edu). If the recipient says it is OK, an H.R. representative will post it on the "You Rock" area north of Physical Plant Department and will submit it for the *Update* staff newsletter.

