

Catch a Shining Star

Verification Form

Once an employee has earned 5 Catch a Shining Star awards, he or she is eligible to receive a gift from the Service Excellence Department. This form verifies that the manager has reviewed all 5 awards and that the employee is eligible for the gift.

Manager Name _____ Phone Number _____

Employee Name _____

Unit / Department _____

Manager Signature _____ Employee Signature _____

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