



## Facilities Management SPARK Program – Quarterly and Annual Awards FAQ

**Q: What is the SPARK Quarterly Award?**

A: On a quarterly basis, SPARK recipients are entered into a random drawing for \$250 (taxable) gift card(s) of the recipient's choosing from the options the committee provides.

**Q: What is the SPARK Annual Award?**

A: On an annual basis, SPARK recipients are entered into a random drawing for \$500 (taxable) gift card(s) of the recipient's choosing from the options the committee provides.

**Q: Who is eligible to receive the SPARK Quarterly and Annual Awards?**

A: The Associate Vice President of FM and this person's direct reports are not eligible for the SPARK Quarterly and Annual Awards. Otherwise, all Facilities Management full-time and part-time non-student employees, including supervisors, who received SPARK Awards are eligible for the SPARK Quarterly and Annual Awards.

**Q: What are the designated quarters for the SPARK Quarterly Award and when are names drawn?**

A: December–November is considered a calendar year. Recipient names are drawn in March, June, September, and December for the following months.

First quarter: December–February

Second quarter: March–May

Third quarter: June–August

Fourth Quarter: September–November

**Q: When is the drawing for the SPARK Annual Award?**

A: December–November is considered a calendar year. The first award will be presented in December 2019 for December 2018–November 2019 recipients.

**Q: Is it possible to have my name drawn more than once for a SPARK Quarterly Award?**

A: SPARK recipients are only eligible to win the Quarterly Award once per calendar year.

**Q: If I receive more than one SPARK Award for the quarter, will my name be included in the SPARK Quarterly Award drawing more than once, so I have a higher chance that my name is picked?**

A: Names for SPARK recipients will only be entered once per quarter and is not dependent on the number of times a person has received a SPARK Award.

**Q: If my name was not chosen in the most recent quarterly drawing, but I receive a SPARK Award for the next quarter, will my name be included in the drawing for that next quarter?**

A: Yes, as long as you have not been a recipient of the SPARK Quarterly Award yet and if you receive a SPARK Award each quarter, then your name will be added for that quarter.

**Q: If I receive more than one SPARK Award in a year, will my name be entered into the SPARK Annual Award drawing more than once?**

A: Names for SPARK recipients will only be entered once per year and is not dependent on the number of times a person has received a SPARK Award.

**Q: Is it possible to have my name drawn for both a SPARK Quarterly and an Annual Award?**

A: Yes, SPARK Quarterly Award recipients are eligible for the SPARK Annual Award, so it is possible for your name to be drawn once for the SPARK Quarterly Award and another time for the SPARK Annual Award. However, it is statistically unlikely that your name will be drawn for both awards.

**Q: When can I exchange my SPARK Quarterly or Annual Award for a gift card?**

A: If your name is pulled for the SPARK Quarterly or Annual Award drawing, you will be contacted by a committee member who will inform you of the gift card options available as the recipient of the award. The recipient has the option to spread the award amount over multiple gift cards or extend the acceptance of the gift cards over a two-year period. The committee member will then schedule the purchase of the gift cards, which the award recipient will receive within three weeks. The committee will also schedule a mutually convenient time to take a photo of the recipient, and the photo will be placed in the newsletter and other media.

**Q: What if my name is drawn and I don't want the SPARK Quarterly or Annual Award?**

A: Employees have the choice to opt out of receiving the Quarterly and Annual SPARK Awards. Before any information is shared with the department, the FM Engagement & Recognition Committee will contact the chosen recipient to share details about the award with the option for the person to opt out if preferred.

**Q: Will the taxed award put me in a higher tax bracket?**

A: For specific questions relating to taxes or tax bracket information, please contact CSU Central HR at 491-myhr (6947).

More Questions? Contact the Engagement & Recognition Committee at: [fac\\_employee\\_appreciation@Mail.colostate.edu](mailto:fac_employee_appreciation@Mail.colostate.edu)