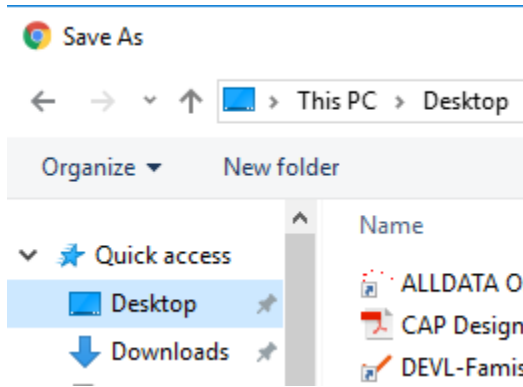


Please follow these easy instructions to use the SPARK award form.

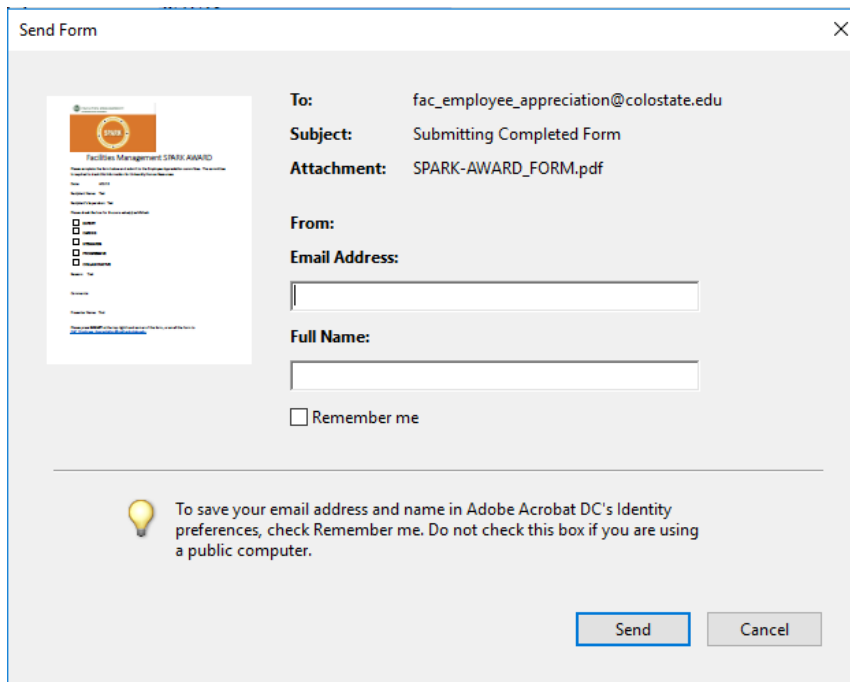
Click on the following link to open the award form. [SPARK-AWARD_FORM.pdf](#)

The form should open in Adobe Acrobat. Click **File, Save As** (upper left corner of the screen). When the “Save As” box comes up, locate **Desktop** on the left side and click on it.



Find the file on your desktop and double click it to open. Fill in the form and then press the **Submit** button in the upper right hand corner.

Enter your name and email address in the appropriate blanks when prompted.



Press **Send**. The form will go to the Employee Appreciation Committee for processing.