



SPARK Quarterly Award for Facilities Management (FM)

On a quarterly basis, SPARK recipients will be entered into a random drawing for \$250 (taxable) gift card(s) of the recipient's choosing from the options the committee provides. There will be one recipient per quarter.

1. SPARK recipients are only eligible for the quarterly award when they agree to FM media attention. This includes but is not limited to the FM bulletin boards in Facilities Management North, the FM website/SPARK webpage, and the *Facilities Focus* quarterly newsletter.
 - a. Recipients who are not willing to include their name in SPARK promotions are not eligible for the quarterly award but are still eligible for regular SPARK awards.
2. Names for SPARK recipients will only be entered once per quarter; not dependent on the number of times a person has received a SPARK award.
3. Beginning with December 2018, the award quarters will be:
 - a. December–February
 - b. March–May
 - c. June–August
 - d. September–November
 - i. These quarters align with the *Facilities Focus* SPARK announcements for winter, spring, summer, and fall SPARK recipients. With this timeline, the SPARK quarterly award recipients will be announced in the upcoming newsletter on a timely basis.
4. SPARK recipients are only eligible to win the quarterly award once per calendar year.
 - a. For consistency around SPARK awards and announcements, December 2018 –November 2019 is considered a calendar year.
5. When a recipient's name is drawn, an employee has the option to opt out of receiving the SPARK quarterly award before any announcements are made. If this situation occurs, the Employee Recognition Committee will draw a new recipient's name from those available for the quarter.
6. The SPARK quarterly award recipient can choose one or more gift cards to equal a total of \$250.
7. The recipient will be highlighted in FM media.
8. The Associate Vice President (AVP) of FM and this person's direct reports are not eligible for the SPARK quarterly award.
 - a. FM supervisors, other than those mentioned above, are eligible for the SPARK quarterly award.
9. Funds to support the SPARK quarterly award will come directly from the allocated budget intended for the overall SPARK program.

The committee will monitor the success of the SPARK program. If the number of SPARK recipients increase or the committee receives feedback indicating further additions to the program are needed, the committee will consider increasing the frequency of the award drawings in the future to a monthly or bi-monthly basis or other appropriate adaptations as necessary. The AVP of FM will approve all changes.