

## **SPARK Annual Award for Facilities Management (FM)**

On an annual basis at the end of the calendar year, SPARK recipients for the year will be included in a random drawing for \$500 (taxable) gift card(s) of the recipient's choosing from the options the committee provides. There will be one recipient per calendar year.

1. SPARK recipients are only eligible for the annual 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 annual award but are still eligible for regular SPARK awards.
2. Names for SPARK recipients will only be entered once for the annual award; not dependent on the number of times a person has received a SPARK award.
3. Quarterly award winners are eligible for the annual award.
4. For consistency around SPARK awards and announcements, December–November is considered a calendar year.
  - a. The first award will be presented in December 2019 for December 2018–November 2019 recipients.
5. When a recipient's name is drawn, an employee has the option to opt out of receiving the SPARK annual 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 year.
6. The SPARK annual award recipient can choose one or more gift cards to equal a total of \$500.
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 annual award.
  - a. FM supervisors, other than those mentioned above, are eligible for the SPARK annual award.
9. Funds to support the SPARK annual award will come 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 further amendments to the annual award. The AVP of FM will approve all changes.