Recognition & Rewards: Amherst Appreciations

Reinforcing a Culture of Appreciation Division Funds Request

As part of our commitment to promoting and supporting a culture of appreciation and gratitude, we want to encourage supervisors/chairs to recognize staff contributions throughout the year. The College will provide annual funding to every division, calculated by the number of staff members per division, to support efforts to recognize staff for outstanding contributions to the College via special, project-based departmental or divisional celebrations, events or activities.

Process for requesting funds for department or division celebrations:

1. The leader of a department, division, special initiative or project identifies an individual or group of individuals who has made outstanding contributions and should be celebrated
2. Obtains approval from division head (if individual requesting is not a member of senior staff)
3. Submits this completed form to the Office of Human Resources (OHR)
4. Once OHR confirms the availability of funds, arranges celebration
5. Approved funds should be used immediately or within the current fiscal year
6. Receipts/invoices must be submitted to the OHR (AC# 2204) within 30 days after using the funds along with the Reinforcing a Culture of Appreciation Division Funds Expense Report.

Requester’s Name: 
Department: 
Division: 
Funds Requested: $
Event Description: 

Number of participants: 

Division Head Signature __________________________ Date 

Office of Human Resources Approval __________________________ Date