

## **USD 312 to Recognize Past Employees for Distinguished Service to the District**

Haven School District is asking for your help to identify past employees who have worked 25 or more years for the district. Please help us identify these employees and determine their years of service to the district.

These staff members or a family representative will be recognized at the home basketball game on **Feb. 9, 2018**. A recognition display in their honor will be created and placed in the HHS New Gym Foyer.

**Additional Information:**

1. Staff member must be approved by the selection committee for distinguished service.
2. Staff member will become eligible for nomination 3 years **after** the end of their service/retirement.
3. The term "staff member" is meant to include any past employee of USD 312.
4. Invitations will be sent to those being honored.
5. Please visit [www.havenschools.com](http://www.havenschools.com) to download the nomination form.
6. Deadline for nominations is **January 19, 2018**.
7. The district will provide these recognitions on a regular basis as nominations come in.

**Please fill out the form below and send it to USD 312 District Office, 414 W. Main, Haven, KS. 67543**

Past Employee Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Years Employed by USD 312 \_\_\_\_\_

Example: (1965-1994)

Position(s) with the district \_\_\_\_\_

\_\_\_\_\_

Name of Person who will attend the recognition ceremony if not Employee.

\_\_\_\_\_ Relation to Employee \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_