



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, February 3, 2003, Number 1340

REMINDER!!!!!!

The nomination forms for Student Staff Appreciation Day are due by **2/7/03**. Please get your applications to Pam, ASAP and she'll deliver them to the Financial Aid and Student Employment Office. You can save the attachment in a word document, and attach the completed form to an e-mail and send it to Pam, or hand deliver it the Director's Office.

If you and/or you students are planning to attend the luncheon please Let Pam know and she will give a approximate count to the Financial Aid and Student Employment Office. By the deadline.

Last year it was great to see Student Supervisors attending the event, but unfortunately for whatever resason most of the Student Staff did not attend the luncheon. **Please encourage your students to attend this event being planned in their honor**, and please feel free to accompany your students to this event.

Thank you !!!!!!!!!!!!!!!!!!!!!

Dear Colleague:

It is that time of year again? The 6th annual Student Staff Appreciation Day will be held on Wednesday April 2nd from 12:40pm- 2:10pm in the Ballroom of the Stony Brook Union.

Do you have a student employee who has made a valuable contribution to your department? If so, the Office of Financial Aid and Student Employment is offering you the opportunity to honor your student employee. We wish to express our appreciation to and for all the student employees who make significant contributions to our campus community. This year's event will once again feature a guest speaker, food, door prizes, presentation of certificates of appreciation to all our nominated students, and awards to all honorable mentions and recipients of our Student Employee of the Year Contest.

If you would like to nominate your student employee(s), this includes undergraduates and graduate students working under both the Federal Work-Study and Student Assistant program, for this special honor, please complete the attached form and return it to me **NO LATER THAN**

February 7, 2003. Award recipients and their sponsoring departments will be notified sometime after March 3rd.

Nominees will be judged on reliability, quality of work, initiative, disposition, and contribution to employer. Successful entries require specific examples demonstrating each of these qualities.

This year Stony Brook will once again be submitting, our highest ranked undergraduate student, to compete at the state, regional and national level. The Northeast Association of Student Employment Administrators (NEASEA) and the National Association of Student Employment (NASE) sponsor

these awards.

Please take this opportunity and nominate those students who really deserve this recognition.

Please let me know by March 26th if you are planning to attend our reception and how many students will be accompanying you. Hope to see you there!

Sincerely,

Peter Franzese,
Senior Financial Aid Advisor/Student Employment Programs
Office of Financial Aid & Student Employment, 230 Administration, Z=0851
Phone: 632-6846 Fax: 632-9525

P.S. You can submit your nomination form electronically. If you have access to Lotus Notes and Microsoft Word, you can launch the attached form, save it in Word, complete it and send it to me as an attachment to a reply message in Notes. You may also print out the form and mail or fax it to me. IF YOU DO NOT HAVE A LOTUS NOTES ACCOUNT, YOU WILL NOT HAVE RECEIVED THE FORM AS AN ATTACHMENT. PLEASE LET ME KNOW IF THIS IS THE CASE AND I WILL SEND YOU A HARD COPY THROUGH CAMPUS MAIL.

(See attached file: Nomination Form 2003.doc)



Nomination Form 2003.d