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### MEMORANDUM

**To:** All CUS Service Council Directors, Chairpersons, Executives, and Committee Members

**From:** Your Friendly Neighbourhood HR Commission

**Date:** October 7, 2013

**Subject:** HR Recognition Program Details

At this time, I would like to formally introduce our new CUS HR Recognition Program. This is a chance for anyone in Service Council to recognize their committees, chairpersons, or co-workers for going above and beyond the call of duty. Nominations will be accepted from the start to the end of each month and prizes will include gift cards from iTunes, Menchie's, Future Shop, Starbucks, Tim Hortons, and more!

Specific details of the program are as follows:

- **PRIZES:** Gift cards (and other surprises) to Menchie's, iTunes, Future Shop, Starbucks, Tim Hortons, and more... You will also receive a feature on the CUS website and in the Cavalier!
- **WHO:** Service Directors, Chairpersons, Executives, and Committee Members are all eligible to win and nominate! This includes all Service Council members from the VP Finance of Sauder Sports to the VP Marketing of ExCo.
- **WHEN:** We will pick winners on the LAST DAY of every month (up to and including March 31, 2013)
- **WHY:** We hope to close the gap between now and Awards Night by offering timely and relevant recognition!
- **WHERE:** You may nominate your peers at <http://bit.ly/cusrecognition> or through the HR page of the CUS Internal website (<http://internal.cus.ca/hr/>)
- **WHAT:** You should recognize anyone who has gone above and beyond the call of duty. I have attached a document with examples of how this is possible in each service line.
- **HOW:** The CUS HR team will review all responses at the end of the month and pick one or more winners!

Should you have any questions, please contact your HR Specialist!