

Office Teamwork Leadership Award Project Application Form

List the members of the project planning team applying for award:

_____	_____
_____	_____
_____	_____
_____	_____

List the office sections involved in this project (see list of sections in the policy):

_____	_____
_____	_____
_____	_____
_____	_____

Briefly describe the project:

Date and Time: _____

Event Description: _____

If this is a repeating event, what will be the schedule? _____

The purpose of the award is to encourage the members of different office sections to work together more, to coordinate more activities emphasizing teamwork between office sections, and create more opportunities for personal interaction and better communication among staff that would not normally occur.

Describe how this project meets this objective:

Review by next higher section supervisor:

_____	date _____	_____	date _____
_____	date _____	_____	date _____
_____	date _____	_____	date _____