

Above and Beyond the Call of Duty Nomination Form

The ABCD award program recognizes support employees who go “above and beyond the call of duty” in performing their job responsibilities. Support employees include office professionals, instructional assistants, nurses, clinic attendants, substitute teachers and employees in nutrition, transportation, and construction and maintenance. Only employees pay grade 27 and below are eligible. Part-time employees in the above categories are eligible.

Nominees are evaluated based on the following criteria:

- Made significant contributions improving job efficiency, quality of services, safety or conserving resources
- Performed a humanitarian or heroic act
- Responded proactively by anticipating needs and solving problems without specific direction

Once nominated, employees are considered throughout the school year (October through May). Winners are recognized at the monthly school board meeting and receive a monetary award presented by the Henrico Education Foundation.

Name of Nominee:	
Job Title of Nominee:	
School or Department:	
Nominated by:	Date:
Briefly describe why this employee deserves the ABCD award:	
Comments: (for committee use only)	

***Return completed form to Communications & Community Outreach
by the FIRST Tuesday of the month (October through May).***