**10th Annual LEAP Award Nomination Form**

**Law Enforcement Administrative Professionals Annual Training Conference**

National Criminal Justice Training Center (NCJTC) of Fox Valley Technical College (FVTC) and the Law Enforcement Administrative Professionals (LEAP) Conference Planning Committee recognize the outstanding efforts of administrative professionals working for Wisconsin law enforcement agencies through creation of this award program. This is a wonderful opportunity to recognize an administrative professional who may have made a significant contribution to a work project or other department/agency effort. The nomination may also recognize someone who has done an outstanding job in their community outreach or volunteer work. Nomination forms will be accepted from department administrators, co-workers, and administrative professionals, as well as from community leaders or citizens.

All nominees will be recognized in the program materials, during the conference, and on the LEAP website. Only the award recipient nominator will be notified prior to the conference to allow for participation in the awards ceremony. We will ask that the information be kept confidential until the announcement is made **Friday, June 23, 2017** during the LEAP Annual Training Conference at Chula Vista Resort, Wisconsin Dells, Wisconsin.

To nominate a deserving person, please provide the following information:

|  |  |
| --- | --- |
| Nominee |  |
| Title |  |
| Agency |  |
| Address |  |
| City/State/Zip |  |
| Phone |  |
| Email |  |
| Years with agency |  |
| Nominated by |  |
| Title |  |
| Agency/Organization |  |
| Address |  |
| City/State/Zip |  |
| Phone |  |
| Email |  |
| Preferred way to contact you |  |

Attach a letter and other documentation, explaining why you believe this person is deserving of this award. ***Include as much detail as you can relating to the nominee’s unique ­characteristics, special work projects or contributions beyond their normal duties, and any other information that will help the committee select this year’s award recipient***. Letters should give specific examples of the nominee’s actions, activities, and behaviors that illustrate the individual’s outstanding qualities. This information will assist the nominations committee in selecting the most deserving recipient.

**Send this form, your letter, and other documentation to Dave Tellock, Program Manager, by mail, fax or email on or before Friday, May 5, 2017.**

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| **Mailing**  Attn: Dave Tellock  NCJTC/FVTC  PO Box 2277  Appleton, WI 54912-2277 | **Phone**  (920) 735-4858  **Fax**  (920) 831-5400 | **Email**  [tellock@fvtc.edu](mailto:tellock@fvtc.edu)  **Website**  www.ncjtc.org |