

**Creative Solutions and Innovations Employee Incentive Program
Nomination Application**

Name: _____

Job Title: _____

Department: _____

Phone: _____

Email: _____

Describe your idea for a cost saving or innovation and describe how it meets the following criteria:

- Identifies a problem/inefficiency and recommends a solution;
- Identifies savings in time, labor, material/supplies, equipment and/or cost;
- Provides service to citizens/staff without additional costs;
- Enhances a service, procedure, or operation without additional costs;
- Improves a process and/or method and results in an improved efficiency without increasing costs;
- Eliminates unnecessary procedures, records or forms as well as duplication or waste;
- Improves working conditions, safety, health and/or eliminates hazards to employees/citizens;
- Improves employee morale;
- Improves communication, customer service and/or public relations.

Print Your Name: _____

Signature: _____ Date: _____

*Send form to Joe Gilkerson, Awards Coordinator via email to jjgilkerson@staffordcountyva.gov or mail to Human Resources Department, Stafford Administration Center, 1300 Courthouse Road, Stafford, VA 22554.