PURPOSE
This recognition program is designed for employees, students and volunteers to recognize each other for professional behavior and for “Going the Extra Mile” in their daily activities. This program reinforces the professionalism aspect of Principles of Service.

HOW THE PROGRAM WORKS
1. The primary goal is peer recognition for employees, students and volunteers. All employees, including those who work off-site, who work part-time, who work on a paid-by-letter basis, and others, are eligible.

2. When you observe an employee, student or volunteer modeling professionalism or Going the Extra Mile in daily activities, you can award that person a “GEM point card.” Award one card per occasion.

3. Employees, students or volunteers who accumulate three GEM point cards may submit them for entry into a semi-annual drawing:
   - Employees – submit to immediate supervisor
   - Students – submit to Office of Campus Life
   - Volunteers – submit to Volunteer Services

RECOGNIZING EACH OTHER
Who should receive recognition with this program?
All of us observe others at UTMB who Go the Extra Mile—who not only perform their regular job, but go above and beyond to help a co-worker or a visitor. An example might be a fellow employee who takes time from the daily routine to help with a special project, or a person who takes time to help a visitor or patient find his or her way around campus.

GEM POINT CARDS
Who awards the GEM point cards?
GEM cards may be awarded by any UTMB faculty, staff, student, volunteer or visitor to any faculty, staff, student or volunteer.

How do I award a GEM point card?
GEM cards are available through your immediate supervisor. Departments may order additional GEM cards at no charge from Materials Management, item number 65114. Cards may also be obtained electronically at www2.utmb.edu/gem. Complete the information on the back of the GEM card before awarding it. Cards must be completely filled out to be accepted for entry in the drawing.
ENTERING THE SEMI-ANNNUAL DRAWING

1. Once an employee student, or volunteer has received three cards, that person may submit them to the appropriate area for entry into a semi-annual drawing.
   - **Employees** – submit to immediate supervisor
   - **Students** – submit to the Office of Campus Life, Room 2.110, Jamail Student Center
   - **Volunteers** – submit to Volunteer Services, Room 1.308, John Sealy Annex

2. The supervisor or appropriate office will validate the cards by initialing the “validation line” and will make copies for the participant’s departmental file. Each GEM card may be used only one time.

3. The supervisor or appropriate office will complete one Drawing Entry Form for every three cards submitted by a participant. One copy of the form is forwarded to Organizational Training and Development for entry into the drawing and one copy is kept by the supervisor or appropriate office. Participants may be entered into the drawing one time for every three GEM cards received.

SEMI-ANNUAL RECOGNITION

Organizational Training and Development will enter all of the names submitted into a drawing at one of the Semi-Annual Service Recognition Ceremonies, held in February and August. All drawing participants will receive an invitation to the ceremony.

Participants will be entered into the drawings as follows:

- **February Ceremony** - Entries received July 1—December 31
- **August Ceremony** - Entries received January 1—June 30

SEMI-ANNUAL DRAWING SPECIFICS

1. The names of 10 participants will be drawn at the ceremony.

2. Those 10 participants will receive a Prize Selection Form at the ceremony to select $100 worth of gift certificates from participating merchants.

3. Participants do not need to be present to win, and are eligible to win as many times as their name is drawn.
FREQUENTLY ASKED QUESTIONS

Is there a limit to the number of times an employee may be entered into the drawing?

No. There is no limit to the number of entries. Every time a participant turns in three cards to their supervisor or appropriate office, the participant’s name will be entered into the drawing.

Can a new employee receive or distribute recognition cards?

Yes. This program is for any employee, student or volunteer, regardless of length of service.

Why is supervisor validation required?

Supervisor validation is only required for entry into the Semi-Annual Drawing. It also serves as a way to share your recognition.

Can a supervisor keep an employee from being entered into the drawing?

No. The GEM Program emphasizes peer recognition, not just recognition by supervisors/management.

Is there such a thing as getting too many GEM cards?

We can only hope that Going the Extra Mile becomes so commonplace and engrained in our campus culture, that this becomes a legitimate issue. No, you can’t get or give too many cards. However, we remind participants that for these cards to be meaningful and this program successful, cards must be used to recognize service above and beyond regular responsibilities. They are not meant to be traded among friends. Use good judgement when giving GEM cards so it will mean something when you get one.

Who do I call with questions concerning the program?

All questions should be referred to Organizational Training and Development at extension 27900, or go to the GEM web site at www2.utmb.edu/gem.

Additional GEM program materials are available at no charge through Materials Management.

GEM cards (departments)

Item number 65114

Drawing Entry forms (supervisors)

Item number 68021

GEM cards and Drawing Entry forms are available on the website at www2.utmb.edu/gem.