**Do You Know Any Stars?**

**Purpose**
The Star Recognition Program enables faculty and staff to send a note to a colleague in recognition of a job well done. Use the Note of Appreciation to say thank you to a colleague and send the bottom portion to Human Resources Management. The recipient may win a $50 American Express Gift Card.

**Who is Eligible?**
The program is open to all University faculty and staff.

**How Does the Star Recognition Program Work?**
Write a note to a colleague on the Note of Appreciation and complete the attached form. Detach the note, place it in the envelope and give it directly to your colleague. Mail the bottom portion to HRM – 250 CP via interoffice mail.

Each month, HRM randomly selects up to four individuals and awards each a $50.00 American Express Gift Card.

**How Can I Participate?**
Notes of Appreciation are available at the following offices and locations across campus:
- African-American Institute – 40 Leon Street – West Village F
- College of Science, Dean’s Office – 115 Richards Hall
- College of Arts Media & Design, Dean’s Office – 102 Ryder Hall
- College of Social Sciences and Humanities, Dean’s Office – 420 Renaissance Park
- College of Computer and Information Science, Dean’s Office–202 West Village
- Bouve College of Health Sciences, Dean’s Office – 215 Behrakis Health Sciences Center
- D’Amore-McKim School of Business Administration, Dean’s Office – 101 Hayden Hall
- College of Engineering, ARC Office – 342 Snell Engineering
- Student Financial Services Office – 354 Richards Hall
- Finance Office – 490 Renaissance Park
- Human Resources Management – 250 Columbus Place
- Faculty Club – Columbus Place, 6th Floor
- Latino/a Student Cultural Center – 104 Forsyth Building
- Office of the Provost – 110 Churchill
- School of Law – 120 Knowles Center
- Student Activities Office – 434 Curry Student Center
- College of Professional Studies – 101 Belvidere (at each mail station)
- College of Professional Studies – 50 Nightingale Hall
- Information Services – 231 177 Huntington Avenue
- Facilities Administration – 140 Cullinane Hall
- Marine Science Center – 430 Nahant Road, Nahant, MA 01908
- Burlington Campus – 141 South Bedford Street, Burlington, MA 01803
- Dedham Campus – 370 Common Street, Route 135, Dedham, MA 02026
- Charlotte Campus - 101 North Tryon Street, Charlotte, NC 28246
- Seattle Campus - 401 Terry Ave N, Seattle, WA 98109

Still have questions? Please contact the Customer Service Center in Human Resources, x2230, and ask to speak with the compensation assistant.