



# **CAUGHT IN THE ACT!!**

**Have you noticed a Fort Wayne Parks and Recreation employee doing something great?  
Please let us know!**



*(Submitted entries will be reviewed by the designated Department Head and recognized at the Annual All Employee Meeting)*

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for recognition: *(Please use reverse side if additional space is needed)*

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Submitted by: \_\_\_\_\_ Phone # \_\_\_\_\_

*Signature*

Email address: \_\_\_\_\_ Date \_\_\_\_\_

Please complete form and submit to: **Fort Wayne Parks and Recreation Department**

**Employee Task Force  
705 East State Boulevard  
Fort Wayne, IN 46805**

(Forms also available at [www.fortwayneparks.org](http://www.fortwayneparks.org))

For Office Use Only-----For Office Use Only

Approved Signature from Director/Deputy Director/Department Head \_\_\_\_\_

Signature

Date