



### Milestone Anniversary Award Selection Form

Congratulations on reaching a significant milestone in your career at Kutztown University!

This year, we are excited to unveil a new program for employee anniversary recognitions. This new program allows those celebrating a milestone anniversary to select one gift from the curated selection of gifts specific to each milestone year.

To order your gift, browse through the selection of gifts available for your milestone anniversary. *Catalogs were handed out at the recognition picnic. Electronic copies of the catalog have been emailed to milestone recipients.*

Choose the gift that best suits your preferences and fill out the form below.

Once the form has been submitted and approved, you will receive a confirmation of the order. Your selected items will be shipped to the KU Bookstore. Once they arrive, you will receive an email notification that your gift is ready for pick-up.

If you have any questions or need assistance with the ordering process, please feel free to contact Sarah Wallace at [swallace@kutztown.edu](mailto:swallace@kutztown.edu) or (610) 683-1360.

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Milestone Year recognized in 2024:

Item Number: \_\_\_\_\_

Item Description: \_\_\_\_\_

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

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

Approver: \_\_\_\_\_

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