



# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** October 17, 2014

**TO:** **New Hope Housing**

**FROM:** Susan Woodruff  
Human Resources Director

**SUBJECT:** Team Excellence Award

Congratulations on behalf of the County Executive and the selection committee! The Hypothermia Program Code Compliance Team has been selected to receive a Team Excellence Award. You and your fellow team members will receive a certificate and a special team cap.

The award will be presented on Friday, November 7, at 10:00 a.m. at a ceremony in the Forum of the Government Center. The County Executive and Chairman of the Board of Supervisors are scheduled to make the presentation.

Outstanding Performance Awards will also be presented at this ceremony. The presenters will be in the center of the forum. Please sit in the lower two rings with the rest of the awardees. This will allow you to move forward quickly and easily with your fellow team members to receive your award. When your name is called, come to the center, receive your cap, stand with your group and face the audience as your citation is read.

The ceremony is being broadcast live by the Fairfax County Training Network (FCTN), the internal county cable network and will re-air several times on FCTN. At the completion of the group photo you will be directed to the staging area where you will receive your certificate.

You are welcome to bring family, friends, and co-workers to the ceremony. Please call Shannon McClain, 703-324-3324, if you have questions.

Again, I congratulate you on the outstanding results achieved by your team, and look forward to seeing you on November 7.

cc: Captain George Hollingsworth