### AGENCY COORDINATOR FORM

The individual named below is designated as the Agency Coordinator for the 2018 Performance Recognition Program:

Agency:

Name:

Title:

Telephone Number:

E-Mail Address:

Mailing Address:

Signature of Agency Head or Designee Date

If you will be serving as the coordinator for multiple agencies, please list other agencies:

**Return this form by April 6, 2018 to** [**Nancy.W.Daiute@hrd.state.ma.us**](mailto:Nancy.W.Daiute@hrd.state.ma.us)**.**

There will be a ***Coordinator Call-In Meeting*** on **April 10th at 11:00 a.m**.  The conference call number will be provided to coordinators in the days prior to the meeting.

If you have any questions regarding the Performance Recognition Program or your role as the Agency Coordinator,  please contact Nancy Daiute at 617.878.9729.

THANK YOU!