Chartwells K12 Stars,

I am thrilled to share with you the 2017 Be-A-Star program!

As K12 leaders, we have the power to do extraordinary things! This year’s theme is a natural fit for our great people. Through your commitment to delivering exceptional food experiences for our students, partners and communities, you are already superheroes to many.

This year as we kick off our 20th Anniversary, we will celebrate our legacy and continue to focus on our core Chartwells initiatives of bringing our eat. learn. live. philosophy to life, building a safety culture and embracing inclusion.

Star 1: Celebrating eat. learn. live. week  
Star 2: Safety – Stop, Think, Act  
Star 3: Inclusion

Your exceptional achievements, drive and passion over the years have helped position us as leaders in the industry. Your continued commitment to our great people, students, partners and communities will propel us forward into our 20th year.

I look forward to seeing and celebrating your achievements throughout the year!

Let’s get started!

CEO  
Chartwells K12
Welcome to the 2017 Be-A-Star Program

Superhero Superstars

As we move into our 20th year as trusted partners to school districts across the country, recognizing and celebrating those who bring great food and service to life every day is essential. Our star associates are the key to our success. The job you and your team do every day allows us to set the bar as a partner and great place to work.

Remaining the industry leader and a fantastic place for our associates is essential to our continued success. And this year, we are honoring superhero performance through the new Be-A-Star program:

Superhero Superstars

Be-A-Star selects and celebrates the very best 100 associates from each of the Compass sectors to recognize great effort, creativity and enthusiasm.
CONGRATULATIONS AGAIN TO THE 2016 WINNERS!
THIS COULD BE YOU IN 2017!

From left to right: Rhonna Cass, CEO Chartwells K12; Jose Fontanez representing Farmington Public Schools, Account of the Year; Mary Piccolo, Hourly Associate of the Year; Chef Brittani Vanderschaegen, Culinary Leader of the Year team; David Maki, Salaried Associate of the Year

Introduction Resource Links:

- Message from Rhonna Cass
- Program Kick-Off Video
- Mapping Our Way Forward support
  https://mycompassdocuments.compass-usa.com/Documents/02_MOWF%202021%20AG%20CompanyBlue.pdf
- Program Support
  http://beastar.compass-usa.com/Pages/Home.aspx?ItemID=1
- Be-A-Star Overview and Tracking sheet (page 4)
<table>
<thead>
<tr>
<th>STAR</th>
<th>OVERVIEW</th>
<th>DUE DATE</th>
<th>COMPLETION DATE/OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star 1: Celebrating <strong>eat. learn. live. week</strong></td>
<td><strong>eat. learn. live. week</strong> is a celebration of our <strong>eat. learn. live.</strong> philosophy and our commitment to building a culinary culture, partnering with our clients in education and sharing our passion with our communities. Pick one activity from each category of <strong>eat. learn. live.</strong> (total of 3)</td>
<td>January 27, 2017</td>
<td></td>
</tr>
<tr>
<td>Star 2: Safety – Stop, Think, Act</td>
<td>Our people are our priority and keeping our associates safe and well is paramount. Safety for us is about creating a culture of safety at your school and within your district by preventing unsafe behaviors and intervening when you see a potentially unsafe environment or action.</td>
<td>March 24, 2017</td>
<td></td>
</tr>
<tr>
<td>Star 3: Diversity &amp; Inclusion</td>
<td>It is because of our people—with their different backgrounds, experiences and skills—that we are able to provide exceptional food and service to our students and communities.</td>
<td>May 19, 2017</td>
<td></td>
</tr>
<tr>
<td>Five Jewel Award</td>
<td>Compass Group believes a diverse and inclusive environment supports innovation and collaboration, and benefits our associates, clients and customers.</td>
<td>May 31, 2017</td>
<td></td>
</tr>
<tr>
<td>Compass in the Community</td>
<td>The Compass in the Community North America Awards program recognizes the groups that are giving back to the communities we serve whether time, energy or financial resources.</td>
<td>May 31, 2017</td>
<td></td>
</tr>
<tr>
<td>Regional Awards</td>
<td>Recognizing our great individuals and teams who are creating great experiences for our students and partners is essential! Celebrate your top Frontline, Salaried, Culinary Leader and Account of the Year!</td>
<td>June 9, 2017</td>
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Due Date: January 27, 2017

eat. learn. live. week is a celebration of our eat. learn. live. philosophy and our commitment to building a culinary culture, partnering with our clients and sharing our passion and community commitment.

As we kick off our 20th year as valued partners to our districts and communities, Chartwells K12 teams and associates are encouraged to celebrate the week by focusing on telling YOUR GREAT Chartwells K12 story, which can include how you are building a culinary culture (eat), supporting food and nutrition education (learn) and fostering community, student and partner engagement (live).

To achieve Star 1 pick one activity from the eat. learn. live. list below (1 selection minimum per district).

Star 1 – eat.

Tell Us Your Chartwells K12 Food Story

Submit your team’s story about what inspires you and makes your team and café unique – What is your team’s signature dish, recipe or student favorite? What are your favorite local or regional ingredients to work with what farm/local producer does it come from? How does your school garden inspire your café?

Don’t forget to send in a photo that represents your food story!

SUBMISSION CRITERIA: Capture your food story in a photo! It could be a photo of your team having fun cooking in the kitchen, a special featured recipe presentation, chefs tables with kids, cooking with students enjoying their favorite dish in the café or pictures of the farm or school garden. Title your photo with school and district names and submit with your Star 1 achievement form.
**Star 1 – learn.**

**Tell Us Your Chartwells K12 Food & Nutrition Education Story!**

Submit your team story about what inspires you and your team to bring food and/or nutrition education to life for your students – tell us about a specific chef’s table that students enjoyed. How do you encourage students to taste new food? Why are you passionate about food education? What kinds of hands on food education do your students enjoy – gardening, cooking with the chefs, and demonstrations in the classroom with the dietitian.

Don’t forget to send in a **photo that represents your food education story!**

**SUBMISSION CRITERIA:** Capture your food education story in a photo! It could be a photo of your chefs table, students trying new foods or in the classroom with your chef or dietitian. Title your photo with school and district names and submit with your Star 1 achievement form.

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**Star 1 – live.**

**Tell Us Your Community Story**

Submit your story about your community partnerships and the role they play in building a strong program in your district – tell us about a specific local partnership that supports hunger awareness/prevention, local purchasing or sourcing, youth health and wellness or youth education and how your work together creates great experiences for students. Alternately, how does your collaboration with KidsGardening.org, Farm to School, Prevent Child Abuse America or the Sit With Us change the experience for your students?

Don’t forget to send in a **photo that represents your community story!**

**SUBMISSION CRITERIA:** Capture your community collaboration story in a photo! It could be a photo of your students working together, your team at a Compass in the Community event, a celebration or awards ceremony with you and your team. Title your photo with school and district names and submit with your Star 1 achievement form.
Prepare- eat. learn. live. week

(Star 1 Achievement Form)

Support Materials and Collateral:
All items located on the Chartwells K12 intranet
eat. learn. live. Week Hub

Resource Links:

KidsGardening.org: https://www.kidsgardening.org/classroom-projects
Hunger Awareness/Prevention: http://www.feedingamerica.org/
Prevent Child Abuse America: https://www.preventchildabuse.org/

Sit with Us App

Farm to School

CK12 Intranet Resources:
eat. learn. live. Week Hub
eat. learn. live. School Garden Program
Prevent Child Abuse America
Sit With Us
Star 2 – Safety - STOP, THINK, ACT

Due Date:  **March 24, 2017**

Our people are our priority and keeping our associates safe and well is paramount. Safety for us is about creating a culture of safety at your school and within your district by preventing unsafe behaviors and intervening when you see a potentially unsafe environment or action.

Become a Safety Star by completing each Achievement under STOP, THINK, and ACT to receive Star 2!

**Star 2 – STOP, THINK, ACT**

**Stop**

1) Complete the required safety trainings for all associates and complete sign in sheets for sessions. Consider a rotating safety orientation schedule that captures new associates as they onboard.

2) Ensure your 8.10 individual associate training records present for each associate and are up to date with all completed trainings up to submission date and have your district manager sign off on the certification.

**SUBMISSION CRITERIA:** Safety Orientation sign in sheets and District Manager sign off sheet confirming all 8.10 training records are completed and up to date for each associate submitted with Be-A-Star: Star 2 Submission Form

**Think**

1) In **MyLMS**: Complete the group DAWSO (Dining Associate Workplace Safety Orientation) which replaces Port of Call 9, with your associates and have them complete the quiz

2) Create a safety action plan for the year with your safety committee using the safety committee guide and safety calendar.

**SUBMISSION CRITERIA:** DAWSO quiz scores for each associate and Safety Committee Action Plan along with Safety Committee team photo and Be-A-Star: Star 2 Submission Form
Act

1) **Take 5** - Share your Top 5 - Take 5 moments and share how an accident was prevented as a result.

2) Have each school safety sponsor create a “**Why I Stay Safe**” board or video with their teams. Be creative with your format and content, make it personal to your teams.

SUBMISSION CRITERIA: Photos of boards or video with Be-A-Star: Star 2 Submission Form and posted on K-12 safety Yammer site

**Prepare – STOP, THINK, ACT**

*(Star 2 Achievement Form)*

**Star 2 Achievement Resource Links:**

**Chartwells K-12 Safety - In Unit Essentials**

- Stop: DDS safety schematic workbook includes the
  - 8.10 individual training record
  - Meeting sign in sheet
- Think: Safety Committee Guide
- Act: Take 5 Program

**DM Certification Letter (STOP)**

**MyLMS**

- Stop: DAWSO training search for “Dining Associate Workplace Safety Orientation” and choose group training

**K12 Safety On Yammer**

- Act: Post “Why I Stay Safe” boards and videos
STAR 3: Diversity & Inclusion

Due Date: May 19, 2017

It is because of our people—with their different backgrounds, experiences and skills—that we are able to provide exceptional food and service to our students and communities.

Compass Group believes a diverse and inclusive environment supports innovation and collaboration, and benefits our associates, clients and customers.

1) Complete a Five Jewel Award submission outlined on page 28.

SUBMISSION CRITERIA: Five Jewel Award video link included with Be-A-Star: Star 3 Submission Form

-----AND COMPLETE ONE OF TWO ACTIVITIES BELOW-----

1) Participate in the Chartwells DIAC Inclusion Week – February 6-10, 2017

SUBMISSION CRITERIA: Group photos of activities submitted with Star 3 Submission Form

OR

2) Share the “What is Inclusion?” video to your team and have a discussion around what inclusion looks like in your district.

SUBMISSION CRITERIA: Submit a team photo or video with quotes and snapshots from the team discussion along with the Star 3 Submission Form.
Prepare- Diversity & Inclusion

*(Star 3 Achievement Form)*

Star 3 Achievement Resource Links

- House of Inclusion: [https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Diversity%20and%20Inclusion.aspx](https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Diversity%20and%20Inclusion.aspx)
- Diversity & Inclusion page on MyCompass: [https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Diversity%20and%20Inclusion.aspx](https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Diversity%20and%20Inclusion.aspx)
- 2015 winners video: Chartwells K12 South Region [https://www.youtube.com/watch?v=Dl0mvp1M2As&feature=youtu.be](https://www.youtube.com/watch?v=Dl0mvp1M2As&feature=youtu.be)
- Diversity page on AltogetherGreat.com [http://www.altogethergreat.com/Pages/DiversityAndInclusion.aspx](http://www.altogethergreat.com/Pages/DiversityAndInclusion.aspx)
- Five Jewel Award page on My Compass *(featuring past winners)* [https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Five%20Jewel%20Award.aspx](https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Five%20Jewel%20Award.aspx)

We’ve achieved a competitive advantage on other organizations, by fostering a culture of awareness around the importance of a diverse and inclusive workplace that promotes inclusion and appreciating differences for our associates, customers, clients and the communities me serve.
Star 1 Achievement Form – Celebrate eat. learn. live. week

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* Email Address
* Region
* District Manager
* Operation Mailing Address

Save completed form and upload to the Star Claims page of the Be-A-Star website:

[beastar.compass-usa.com](http://beastar.compass-usa.com) > Star Claims

Complete the form by adding your initials by each task that has been completed, and by completing the RECAP section below and providing any additional supporting documentation.

<table>
<thead>
<tr>
<th>Initial completed initiative</th>
<th>Category</th>
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<tbody>
<tr>
<td>EAT: Share your Chartwells K12 Food Story + accompanying photo</td>
<td></td>
</tr>
<tr>
<td>LEARN: Share your Chartwells K12 Food Education Story + accompanying photo</td>
<td></td>
</tr>
<tr>
<td>LIVE: Share your Chartwells K12 Community Partnership Story + accompanying photo</td>
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</table>
What is your CHARTWELLS K12 STORY?

Our great people and exceptional teams have helped us establish a strong foundation in the K12 industry. As we continue to grow our partnerships and expand our influence in the marketplace, our Chartwells stories will continue to build that foundation. Tell us YOUR Chartwells K12 story. Review the eat. learn. live. prompts and choose ONE to share and provide a supporting photo that helps bring the story to life.

Explain why you are a passionate member of the team through our culinary culture, educational opportunities or community partnerships. Your story could be chosen as a Chartwells K12 special feature on social media, our CK12 intranet, Yammer and more!

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Years in K12</th>
<th>Select a Category - Eat. Learn. Or Live.</th>
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Tell us your Chartwells K12 Story:

Paste Picture Here:  
Add Caption: ________________________________
## Star 2 Achievement Form – STOP, THINK, ACT

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Complete the form by adding your initials by each task that has been completed, and by completing the RECAP section below and providing any additional supporting documentation.

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<th>Initial completed initiative</th>
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<td>Complete the required safety trainings for all associates and complete sign in sheets for sessions. Consider a rotating safety orientation schedule that captures new associates as they onboard</td>
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<td>Ensure your 8.10 individual associate training records present for each associate and are up to date with all completed trainings up to submission date and have your district manager sign off on the certification.</td>
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<th>Initial completed initiative</th>
<th>Think</th>
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<td></td>
<td>In MyLMS: Complete the group DAWSO (Dining Associate Workplace Safety Orientation) which replaces Port of Call 9, with your associates and have them complete the quiz</td>
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<td>Create a safety action plan for the year with your safety committee using the safety committee guide and safety calendar.</td>
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<table>
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<tr>
<th>Initial completed initiative</th>
<th>Act</th>
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<tbody>
<tr>
<td></td>
<td><strong>Take 5</strong> - Share your Top 5 - Take 5 moments and share how an accident was prevented as a result.</td>
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</table>
SAFETY RECAP
In the space below, describe how your team was able to complete Star 2. Who was involved, who really helped to make it all happen, what were some of the stories that came out as a result of this effort, etc. Provide all required documentation.

Have each school safety sponsor create a “Why I Stay Safe” board or video with their teams. Be creative with your format and content, make it personal to your teams.
Star 3 Achievement Form – Diversity & Inclusion

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Save completed form and upload to the Star Claims page of the Be-A-Star website:

beastar.compass-usa.com > Star Claims

Complete the form by adding your initials by each task that has been completed, and by completing the RECAP section below and providing any additional supporting documentation.

<table>
<thead>
<tr>
<th>Initial completed initiative</th>
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<tbody>
<tr>
<td>Complete a Five Jewel Award submission</td>
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<table>
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<tr>
<th>Initial completed initiative</th>
<th>Pick one of two</th>
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<tbody>
<tr>
<td>1) Participate in the Chartwells DIAC Inclusion Week – February 6-10, 2017</td>
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<tr>
<th>Initial completed initiative</th>
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<tbody>
<tr>
<td>2) Share the “What is Inclusion?” video to your team and have a discussion around what inclusion looks like in your district.</td>
<td></td>
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</tbody>
</table>
DIVERSITY & INCLUSION RECAP
In the space below, describe how your team was able to complete this star achievement. Who was involved, who really helped to make it all happen, what were some of the stories that came out as a result of this effort, etc. Provide all required documentation.
ADDITIONAL AWARDS OVERVIEW

Achieving Stars:
This is your opportunity to be recognized for your growth and success this year. Operations that earn all three Stars are Gold Accounts! Gold Accounts that also achieve budget through the 3rd Quarter are Platinum Accounts!

Gold Accounts will be rewarded with a certificate of achievement and publication in an internal Chartwells K12 communication. Platinum accounts will be rewarded with a plaque of achievement and publication in an internal Chartwells K12 communication.

Be-A-Star Regional and National Awards
Additionally, Chartwells K12 rewards outstanding achievements of individuals and the top performing operations regionally. Want your team members or your account to be recognized at a regional meeting or maybe be recognized nationally at the Compass Night of Stars event? Submit your star associates in the following categories:

- Hourly Associate of the Year
- Salaried Associate of the Year
- Culinary Leader of the Year
- Account of the Year

Compass in the Community North America Awards
Giving back to the communities we serve is the right thing to do. Compass Group is proud of the time, energy and financial resources our businesses and associates contribute to help build stronger, healthier communities. The Compass in the Community North America Awards program recognizes those associates and accounts who best demonstrate this guiding principle.

Submit an essay and overview of community engagement for an opportunity to be recognized nationally and earn money for your partner charity.

Five Jewel Award for Best Practices in Diversity & Inclusion
Compass Group believes a diverse and inclusive environment supports innovation and collaboration, and benefits our associates, clients and customers.

Visit AltogetherGreat.com to learn more about Diversity & Inclusion at Compass Group. Submit an overview of all of the ways your team celebrates diversity and embraces inclusion.
Be-A-Star Awards

Date: June 9, 2016

ABC (Above & Beyond the Call of duty) Awards: NOMINATIONS
Use the ABC Nomination forms to nominate a SUPER STAR in each of the following categories:

Hourly Associate – Do you know a super star that is the key to our success? Nominate someone at your school who is a dedicated team member that goes the extra mile either when engaging students, working with team members, client partners or parents. Your candidate should demonstrate the best of the best!

Salaried Associate – It’s your opportunity to nominate a leader who shows innovation, compassion, is community minded and has a passion for our business. Your nomination should represent the future of Chartwells K12.

Culinary Leader of the Year Award – Nominate an associate who has demonstrated outstanding culinary leadership and is helping to shape Chartwells K12 culinary culture. Your candidates should demonstrate a commitment to culinary innovation, quality, a can do attitude, and leadership in all things food related!

Regional Account of the Year—Tell the story of your account! Do you make an impact on the lives of students, clients and the community? Use the checklist on the Regional Account of the Year Form as a guide, present your accomplishments over the past year. You must qualify as a Platinum account to be eligible. Requirements can be found on the Awards page.

Number of Awards by Region:
One of each category per region

Nomination forms:
Fill out the appropriate nomination form
Provide supporting documentation and tell us about the accomplishments. Include any photos, testimonials, letters, video clips or descriptions that support your entry. Be sure to include details!

Submit the form with supporting documentation by email or by mail to your Regional Be-A-Star Contact.
**Number of Awards by Sector:**
Each Region’s Be-A-Star committee will select winners per Region, including one First Place winner, based on quality, accuracy, completeness, and timeliness in the Be-A-Star Program. Accounts will be eligible only if they reach Platinum level.

The first place Regional finalists will then be evaluated by Chartwells K12 National Selection Committee for the national awards.

**Regional winners are due to the Chartwells K12 Director of Human Resources by June 21, 2017 for consideration for National Recognition.**

**National Be-A-Star Award Date:**
October 2017

**Award:**
Penta Award—this prestigious award will be presented to the Regional Vice President who has the highest Regional Star average, highest on-time Star completion rate and highest associate participation in the 2017 Be-A-Star Program.

**Number of Awards:**
One [1] per Sector

**National Penta Award Date:**
October 2017
**ABC Hourly Associate Nomination Form**

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Save completed form and upload along with a picture of your nominated associate to the Star Claims page of the Be-A-Star website: [beastar.compass-usa.com](http://beastar.compass-usa.com)

I nominate ________________________________ for the **Above & Beyond the Call of duty** Hourly Associate of the Year.

Describe why you are nominating this associate; include testimonials, customer comment cards, photographs, etc., to support the nomination. A committee will select the individual that has made the greatest contribution to the account’s/region’s success.
**ABC Salaried Associate Nomination Form**

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Save completed form and upload along with a picture of your nominated associate to the Star Claims page of the Be-A-Star website: [beastar.compass-usa.com](http://beastar.compass-usa.com)

I nominate ___________________________ for the **Above & Beyond the Call of duty** Salaried Associate of the Year.

Describe why you are nominating this associate; include testimonials, customer comment cards, photographs, etc., to support the nomination. A committee will select the individual that has made the greatest contribution to the account’s/region’s success.
## ABC Culinary Leader of the Year Nomination Form

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Save completed form and mail to your Regional Be-A-Star Committee. See the Program Support page for the appropriate address. **Do not email or upload submission.**

![Superhero Superstar logo](chartwells.png)

I nominate ________________________________ for the **Above & Beyond the Call of duty Culinary Leader of the Year.**

Describe why you are nominating this associate; include testimonials, customer/client feedback, video clips, photographs, documentation of activities including food demos, community involvement, Chefs 2 Schools events, etc., to support the nomination. A committee will select the individual that has made the greatest contribution to the account’s/region’s success.

**Deadline for ABC Award consideration: June 9, 2017**
# Regional Account of the Year Entry Form

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<tr>
<th>Email Address</th>
<th>Region</th>
<th>District Manager</th>
<th>Operation Mailing Address</th>
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Save completed form and upload, along with supporting documentation, to the Star Claims page of the Be-A-Star website: **beastar.compass-usa.com**

This form is for consideration for REGIONAL ACCOUNT OF THE YEAR.

List the Star Achievements that your team successfully completed, and promote your accomplishments by including client testimonials, customer comment cards, District Manager recommendations, photographs, etc., to support your nomination.

A committee will select the account that has demonstrated the highest level of operational excellence, including successful completion of 3 Stars in the 2017 Be-A-Star Program.
Due Date: May 31, 2017

Compass in the Community North America Awards (Optional Participation)

Giving back to the communities we serve is the right thing to do. Compass Group is proud of the time, energy and financial resources our businesses and associates contribute to help build stronger, healthier communities. The Compass in the Community North America Awards program recognizes those associates and accounts who best demonstrate this guiding principle.

How to get credit:
1) Complete the Star Achievement’s Compass in the Community form, adding a brief essay (maximum 500 words). Description of the project should include:
   - Community initiative(s) and their goals and objectives
   - Level of support from operation/team associates
   - Outcome of the project’s efforts with information about its effect on outreach recipients, as well as account associates,
   - client(s), customers, and vendors (where applicable)
   - Any public acknowledgement received

2) The submission should be exhibited in presentation format. This can be a scrapbook, electronic presentation (such as PowerPoint), or a video* (on CD/DVD or provide link address if posted on web). *Note: Videos can be no longer than 5 minutes in total length and not professionally produced.
   - Include documentation of planning, execution and results (pictures, meeting notes, volunteer sign-ups, diagrams and graphs, press releases, newspaper articles, pictures, flyers, thank you notes, etc.).

How to Submit:
Send your form and submission to your Be-A-star Contact by May 31, 2017

Due Date for Division Entries:
Each program (Canteen, Eurest, Chartwells K12 Schools, Morrison, Corporate, etc.) may send up to three (3) submissions for CITC North America Awards consideration. Chosen submissions for Awards consideration must be received by April Morton, Community Relations Coordinator, by Friday, July 7, 2017.
Number of Awards: 5
One Gold award: $8,000 for charities and attendance at the Be-A-star Recognition Celebration!

One Silver award: $6,000 for chosen charities
Three Bronze awards: $2,000 each for their respective charities

Judging Criteria: Winning submissions have the following criteria in common:
• Outreach appeared to be a “way of doing business”
• Activities promoted sustainability for the recipient(s) and/or cause
• Activities made a significant and assessable impact
• Activities promoted team building and there was significant associate involvement
• Collaboration with other Compass and/or non-Compass groups
• Goals of the community activity were clearly defined and focused
• Activities were well-planned, executed and outcome(s) measured and presented

The North America Awards judging committee consists of executive officers, managers and at least one representative from a non-profit partner organization. (It is suggested that divisional judging groups have a similar make-up, though each program can decide how to choose their Awards submissions.)

Award Date:
Site Contacts and Managers of winning submissions will be contacted by the mid-August 2017.

CITC Awards Resource Links:
• CITC Star Achievement form
• CITC Ideas and Suggestions PDF
• CITC Judging form
• CITC Participation Certificate
• CITC Page on MyCompass: https://mycompass.compass-usa.com/hr/Pages/cic/Compass%20in%20the%20Community%20Home.aspx
2017 Five Jewel Award

Five Jewel Award Inclusion Excellence

Due Date: May 31, 2017

Due: Chartwells K12 program level Be-A-Star Representatives and DIAC chairs will receive the regional submissions by May 31, 2017. Sector winning submissions must be received by June 16, 2017.

Mail sector winning submissions to:
Compass Group
 c/o Diversity & Inclusion Dept.
2400 Yorkmont Road
Charlotte, NC 28217

Inclusion in the Workplace

Diversity is “the presence of differences that make each person unique and can be used to differentiate groups and people from one another.” These differences can be our personality, culture, values and preferences. Inclusion, on the other hand, is “the action or state of including or of being included within a group or structure”. At Compass Group this means that every associate is included, despite their differences. Inclusion helps associates engage in every part of the company culture. If diversity is the mix, then inclusion is getting the mix to work together. It’s like a jigsaw puzzle—each piece is different, but when the pieces come together it makes a beautiful picture. By being inclusive, the unique aspects of all individuals are appreciated and leveraged, so our company is even more successful.

Visit AltogetherGreat.com to learn more about Diversity & Inclusion at Compass Group.

Ignite Inclusion

Submission Criteria:

How are you igniting inclusion in the workplace; within your team, with your clients/customers, in your community, etc.? Have you implemented a program, process or practice that engages our people, leverages our uniqueness or breaks down barriers to inclusion? Well, we want to hear your great ideas! This year’s Five Jewel Award submission should highlight one great idea you’ve implemented that helps create a more inclusive workplace. Provide a bit of background information on your idea, tell us how it “caught fire”, show us how you engaged or “fired up” your team (clients, customers, community, etc.) with your initiative and share with us the impact it has had and how it “fuels” inclusion.
Completion of the Diversity & Inclusion Star 3 Component of Be-A-Star is a prerequisite to entering a 2017 *Five Jewel Award for Inclusion Excellence* submission. Be sure to claim the Star 3 component and submit the associate sign-in form provided.

Create a video (Maximum 5 minutes) that addresses the following:

**Participation:**
1. How many associates are in your unit(s), department(s) or team?
2. What percentage of the account’s associates participated and/or were involved in this inclusion initiative?

**Result**
1. What was the result of your inclusion project/solution/initiative?
2. How do you think the project/solution/initiative impacts inclusion?
3. How did your project/solution/initiative affect change?

**Video**
1. *Your video submission should provide responses to all of the questions posed in the submission criteria.*
2. Your video should also include a “WOW” factor. Get creative! A wow factor isn’t limited to the production value of your video, but could include a creative way of sharing your great idea.

**NOTE:** Submissions must be individual unit or department submissions. Region and division submissions will not be accepted.

**To qualify for the 2017 Five Jewel Award, you must:**
- **Step 1:** Complete the *Star 3* Diversity & Inclusion achievement.
  - Be sure to complete the Star 3 form.
- **Step 2:** Complete the *Five Jewel Award* activity outlined above.
  - Ensure that all questions are answered and the completion criteria is met.
- **Step 3:** Submit a video following the guidelines below.
To submit for award consideration:
Along with a copy of your Star 3 Diversity & Inclusion Achievement Form, provide above information in the format outlined below:

A video with photos, associate testimonials, a summary, etc. **THE VIDEO CANNOT BE CREATED AND/OR PRODUCED BY A PROFESSIONAL COMPANY OR ORGANIZATION. YOUR TEAM/UNIT MUST CREATE AND/OR PRODUCE THE VIDEO.**

Five Jewel Award for Inclusion Excellence Resources:
- Diversity & Inclusion Star Achievement form
- Diversity page on AltogetherGreat.com [http://www.altogethergreat.com/Pages/DiversityAndInclusion.aspx](http://www.altogethergreat.com/Pages/DiversityAndInclusion.aspx)
- Diversity and Inclusion page on MyCompass.com [https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Diversity%20and%20Inclusion.aspx](https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Diversity%20and%20Inclusion.aspx)
- Five Jewel Award page on My Compass (featuring past winners) [https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Five%20Jewel%20Award.aspx](https://mycompass.compass-usa.com/hr/Pages/Diversity%20and%20Inclusion/Five%20Jewel%20Award.aspx)

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<tr>
<th>Category Criteria</th>
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<td>Creativity</td>
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<tr>
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<tr>
<td>Inspiration</td>
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<tr>
<td>Teamwork</td>
<td>Possible Score: 10 points</td>
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Be-A-Star Program Support
If you have questions regarding any of the achievements or support materials within your sector’s Be-A-Star Program, contact your Regional Be-A-Star Committee (listed below).

**South Central Region**
2331 Millpark Drive
Maryland Heights, MO 63043
Attn: Be-A-Star Committee
Phone: 800.426.8175
Fax: 314.423.2384
[Be-A-StarChartwellsK-12SouthCentralRegion@compass-usa.com](mailto:Be-A-StarChartwellsK-12SouthCentralRegion@compass-usa.com)

**South Region**
Chartwells K12
7092-B Howard Street
Spartanburg, SC 29303
Attn: Be-A-Star Committee
Phone: 800.366.7670
Fax: 864.253.9574
[Be-A-StarChartwellsK-12SouthRegion@compass-usa.com](mailto:Be-A-StarChartwellsK-12SouthRegion@compass-usa.com)

**Northeast Region**
Chartwells K12
300 Granite Street, Suite 405
Braintree, MA 02184
Attn: Be-A-Star Committee
Phone: 781.843.1500
Fax: 781.843.8190
[Be-A-StarChartwellsK-12NorthEastRegion@compass-usa.com](mailto:Be-A-StarChartwellsK-12NorthEastRegion@compass-usa.com)

**North Central Region**
Chartwells K12
1136 Sherman Ave. Evanston, IL 60202
Attn: Be-A-Star Committee
Phone: 312.262.8992
Fax: 704.295.5580
[Be-A-StarChartwellsK-12NorthCentralRegion@compass-usa.com](mailto:Be-A-StarChartwellsK-12NorthCentralRegion@compass-usa.com)
Mid-Atlantic Region
Chartwells K12
804 Broadway
West Long Branch, NJ 07764
Attn: Be-A-Star Committee
Phone: 609.409.2010
Fax: 609.409.2020
Be-A-StarChartwellsK-12Mid-AtlanticRegion@compass-usa.com

West Region
Chartwells K12
22121 17th Avenue SE, #E227
Bothell, WA 98021
Attn: Be-A-Star Committee
Phone: 425.827.1200
Fax: 425.827.1220
Be-A-StarChartwellsK-12WestRegion@compass-usa.com

Great Lakes Region
Chartwells K12
5695 West River Drive NE Belmont, MI 49306
Attn: Be-A-Star Committee
Phone: 616.285.7960
Fax: 616.285.8181
Be-A-StarChartwellsK-12GreatLakesRegion@compass-usa.com

Website Support
Your Be-A-Star Program is all in one place. You will find your 2016 sector Be-A-Star program materials, upload any necessary submissions and, if required, claim Stars for your operation all on one website – beastar.compass-usa.com. If you need assistance with the Be-A-Star website, send an email to your Regional Be-A-Star Committee. See the Program Support section for a list of contacts.

Be-A-Star 2016 - Official Rules: