



AWARD FOR EXCEPTIONAL SERVICE

THE AWARD

Created in 1966 by former Alumni Association President, Bill Briget '52, this award recognizes individuals who have provided exceptional service to Brandon University and/or the Alumni Association through a significant contribution of time and self.

ELIGIBILITY

Candidates who meet the criteria below will be considered. Candidates are *not* required to be alumni of Brandon University. Current Brandon University employees, University trustees, and members of the Alumni Association Board of Directors are not eligible for consideration. Currently active politicians would not normally be considered.

CRITERIA

Candidates should have demonstrated exceptional volunteer service to Brandon University and/or the Alumni Association, and in doing so have enriched the depth and stature of the University.

NOMINATIONS

Nominations must be signed by a nominator and supported by two references. **The deadline for nominations is 4:30 pm on April 1 of each year.**

SELECTION COMMITTEE

The selection committee will consist of the BUAA Awards Committee members and the Alumni Relations Officer (non-voting) as resource. The selection committee will bring their recommendation to the BUAA Board of Directors for final approval by a majority vote. All nominations shall be treated as confidential. The Alumni Relations Officer will confirm acceptance from the selected candidate prior to contacting all other nominators of the results.

AWARD PRESENTATION

The award will be presented at the Homecoming Weekend dinner or another special event determined by the BUAA Board of Directors. The Award will consist of a framed certificate and the recipient's name will be added to a plaque displayed on the main level of Clark Hall.

NOMINATION PROCEDURES FOR BUAA AWARD FOR EXCEPTIONAL SERVICE

1. A Nomination Form must be completed in full. Nomination forms are available at the Alumni Relations Office or online at: www.brandonu.ca/alumni/awards/alumni-award.
2. Nominators should provide as much quality information as possible specific to candidate's exceptional volunteer service to Brandon University and/or the Alumni Association.
3. The nomination package should consist of:
 - * A completed Nomination Form.
 - * A brief (500 words or less) description of the nominee's commitment, dedication, and service to the University and /or Alumni Association, including a list of outlining their volunteer involvement. Please include any information on past awards or recognition.
 - * Copies of related media releases, articles, etc.
 - * Two letters of reference in support of this nomination.

The nomination package can be sent electronically or by mail to:

- * alumni@brandonu.ca with the
Subject line: **Confidential Award Nomination**
or
- * Brandon University Alumni Association
270 – 18th Street
Brandon, MB R7A 6A9
Marked: **Confidential Award Nomination**

4. It is preferred that the award recipient in attendance to receive the award.
5. The Brandon University Alumni Association President will notify all nominators of the results.

**BRANDON UNIVERSITY ALUMNI ASSOCIATION
AWARD FOR EXCEPTIONAL SERVICE
NOMINATION FORM**

Nominee's Information:

Name: _____

Mailing Address: _____

Telephone: (H) _____ (W) _____ Email: _____

Current Position/Occupation: _____

Educational Attainment at Brandon University (if applicable): _____

Other degrees: _____

The nominee knows he/she is being nominated for this award.

Nominator's Information:

Name: _____

Mailing Address: _____

Telephone: (H) _____ (W) _____ Email: _____

Nominator's Signature: _____

References:

1). Name: _____ Telephone: _____ Email: _____

2). Name: _____ Telephone: _____ Email: _____

Attachments:

A brief (500 words or less) description of the nominees achievements, including the nature, scope and impact of these achievements and a list of their volunteer involvement. Please include any information on past awards or recognition.

Copies of related media releases, articles, etc.

Two letters of reference in support of this nomination.