

 <b>BRANDON UNIVERSITY</b>	<b>Award for Excellence in Community Service Policy</b>	<b><i>First Approved:</i></b>
		<b><i>Updated:</i></b> <i>January 13, 2023</i>
<b><i>Board of Governors Policy</i></b>	<b><i>Approved by</i></b> <i>Board of Governors</i>  <b><i>Administered by</i></b> <i>Office of the President</i>	<b><i>Reviewed:</i></b> <i>January 28, 2023</i>

**PURPOSE:**

- To give recognition to a University employee who through cumulative volunteer activities best contributes to the community service function of the University.
- To enlarge and enrich the contacts between the University and all segments of the community.
- To encourage members of the University community to voluntarily share their talent, experience, time and energy with the community.

**ELIGIBILITY:**

Candidates must be on-going employees of Brandon University who have completed three (3) years of such employment at Brandon University, and have been properly nominated. Brandon University employees may not be nominated while they are an active member of the Board of Governors.

**DESCRIPTION OF THE AWARD:**

The Award consists of a framed certificate and the recipient's name is added to a plaque which is on display in the Louis Riel Room. A maximum of one (1) award will be presented on an annual basis by the Chair of the Board of Governors or their designate at Convocation.

**CRITERIA:**

Nominations will be evaluated based upon the information provided by the nominator. Financially compensated community work or required University work will not be considered. Community work need not be related to the candidate's position at the University.

*This document is available in PDF format on the Brandon University website. This document can be obtained in alternative formats from the Office of the President, Room 116, Clark Hall.*

**NOMINATIONS:**

Nominations must be signed by a nominator and seconder from among employees, students or alumni and submitted to the Office of the President, Brandon University by 4:30 p.m. on the first Friday in March. The Board of Governors shall consider nominations in Closed Session and only affirmative decisions shall be announced publicly.

Nominations will be considered active for a period of two (2) years following their receipt and all supporting material will be kept on file for that same time period.

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**BRANDON UNIVERSITY BOARD OF GOVERNORS  
AWARD FOR EXCELLENCE IN COMMUNITY SERVICE  
NOMINATION FORM**

We, \_\_\_\_\_ and  
Nominator Phone  
\_\_\_\_\_  
Secunder Phone

nominate \_\_\_\_\_ of the Department/Unit of  
\_\_\_\_\_ for the Brandon University Board of  
Governors Award for Excellence in Community Service.

In making the nomination, please refer to the attached criteria.

Please submit letters of support and the nomination form to:

Brandon University Board of Governors  
c/o Office of the President  
Brandon University  
270 – 18th Street  
Brandon MB R7A 6A9

Please mark your envelope – COMMUNITY SERVICE AWARD.

Additional copies of the nomination form are available from the President's Office.

**DEADLINE FOR NOMINATIONS: 4:30 P.M. ON THE FIRST FRIDAY IN MARCH**

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**BRANDON UNIVERSITY BOARD OF GOVERNORS  
AWARD FOR EXCELLENCE IN COMMUNITY SERVICE**

**Please Type or Print:**

1. Personal information or nominee

\_\_\_\_\_  
**Surname:** \_\_\_\_\_ **Given Names:** \_\_\_\_\_

\_\_\_\_\_  
**Current Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

2. Reasons for this nomination

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\_\_\_\_\_  
\_\_\_\_\_

3. History of community service of this nominee (attach additional pages as necessary)

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