



**GUIDELINES FOR THE BOARD OF GOVERNORS
AWARD FOR EXCELLENCE IN COMMUNITY SERVICE
(per the Award for Excellence in Community Service Policy)**

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 her/his 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.

NOMINATIONS:

Nominations must be signed by a nominator and seconder from among employees, students or alumni and submitted to the Board of Governors, c/o Office of the President, Brandon University by **4:30 p.m. on Friday, March 1, 2024.**

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.

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



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

NOMINATION FORM – 2024

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 Office of the President.

**DEADLINE FOR NOMINATIONS
4:30 P.M. – Friday, March 1, 2024**

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**BRANDON
UNIVERSITY**

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

Please Type or Print

1. Nominee information:

Surname

Given Names

Current Address

Telephone Number

2. Reasons for this nomination:

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