

## 2017 FSA Distinguished Alumni Award - Nomination Form

### Conditions of Nomination

*From: [bcit.ca/alumni/awards/daa](http://bcit.ca/alumni/awards/daa) Adapted for FSA award.*

Awards will be conferred during BCIT's Annual Gala Event.

Recipients of an award, will make themselves available to be photographed and interviewed on video, and are expected to attend the event to receive the award in person. Posthumous recognition will not be granted unless extraordinary circumstances warrant such consideration.

There are no geographical limitations, however it should be noted the Alumni Association may not be able to provide travel allowances/honorariums for award recipients to attend the event.

Nominators: Please ensure that you complete the entire nomination form and attach all supporting documentation. The nomination package of the selected recipient will be copied for the BCIT Alumni Association, so please ensure that it will be legible when reproduced, and that you adhere to minimum and maximum requirements. Incomplete nomination packages will not be considered. The FSA Office would be pleased to provide advice in developing your nomination package should you require it. Thank you for taking the time to complete a comprehensive nomination package.

Confidentiality is requested: Nominees are not to be informed of their nomination or status unless they are selected as a recipient.

Nominations will be handled in a professional and secure manner.

The FSA Board of Directors will review all nominations and will select the award recipient. Nominators and award winner will then be notified of the results.

# 2017 FSA Distinguished Alumni Award - Nomination Form (p.2)

## FSA Criteria

Eligible candidates are BCIT graduates who have completed, applied for and received a credential from BCIT for a program of not less than 21 credits. Candidates must also be current members of the BCIT Faculty & Staff Association. Nominees in this category will also be assessed on the following criteria:

- Professional leadership
- Service to the overall community
- Contributions to a productive and healthy work environment
- Excellence in their role as a BCIT employee
- Connection with, and support of, the BCIT FSA

## How to Complete the Nomination

When nominating an individual, please include all of the following:

**Nomination Form:** please fully complete the attached form.

**Nominator's letter (maximum two pages):** addressing each point of the Award Criteria, please explain why this candidate should be chosen to receive this award. Include aspects of the candidate's life and career that qualify her/him for the award. Highlight not only what is important for us to know about this nominee, but also what is interesting or unique about this individual.

**Nominee's information (maximum of four pages):** including, for example, relevant volunteer experience, national and international recognition, previous recognition, awards, or honours received, and membership in professional organizations or honorary societies.

**Two letters of support:** by individuals other than the nominator.

**Media clippings (maximum of two media clippings, if relevant):** ensure that media clippings include a clear reference to the publication (name/date/page). If there are additional media clippings, please include only a reference list of these.

**Please reference candidate's name on every page of the nomination and supporting documentation.**

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## Nominator (information about you)

First Name	
Last Name	
Department	
Position	
Email Address	
Phone	

## Nominee (information about the person you are nominating)

Relationship to Nominee	
First Name	
Last Name	
School	
Department	
Position	
BCIT ID#	
Email Address	
Phone	
BCIT Credential(s)	
Year of Completion	

## 2017 FSA Distinguished Alumni Award - Nomination Form (p.4)

For the following questions, please be as complete, concise, and factual as possible.

What are the Nominee's qualities that make them an outstanding individual?	
How has the Nominee demonstrated excellence in his/her chosen career?	
How has the Nominee contributed to the overall community?	
Other comments	

# 2017 FSA Distinguished Alumni Award - Nomination Form (p.5)

<p>As an FSA member the Nominee has been or currently is a:</p>	<p> <input type="checkbox"/> Board Member  <input type="checkbox"/> Tech Rep  <input type="checkbox"/> Program Head  <input type="checkbox"/> Committee Member*                      *Please indicate which committee(s)  <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div> </p>
<p>How does the Nominee play a role in encouraging other members to support and stay connected to the FSA?</p>	
<p>How does the Nominee positively contribute to the working environment of their department/program?</p>	

## Optional Documentation:

Please send any supporting documentation to BCIT FSA: [fsa@bcit.ca](mailto:fsa@bcit.ca) or SE16-116 with the nominee's name in the subject line.

Accepted document types are .doc/.docs, .jpg, .pdf (2MB maximum file size per document)