

Service Award Nomination

Part 1 General information

Section 1 – Nominee's Personal information

First name _____ Last name _____ Designation _____

Home address _____ Apt _____

City _____ Province _____ Postal code _____ Country _____

Telephone (home) _____ Email (home) _____

Section 2 - Nominee's Professional Information

Describe the candidate's career, beginning with the current position.

	Employer with address	Position	Years: from/to
1.			
2.			
3.			
4.			

Section 3 - Declaration of Nominators

We, the undersigned, certify, to the best of our knowledge, that the information provided in support of this nomination is correct. Non-members may nominate candidates for the Community Service Award.

Nominator	Member # (if a CPA)	Telephone	Email Address
Nominator	Member # (if a CPA)	Telephone	Email Address

Indicate which award this individual is nominated for:

- Service to the Profession Award (completion of Part 2 required; Part 3 optional)
- Community Service Award (completion of Part 3 required; Part 2 optional)



Part 2 Involvement in the CPA Profession (if applicable)

Volunteer Contribution to the CPA Profession (Board, Chapter, Committee or Other Initiative)

Under this heading, list the nominee's most important volunteer activities with the CPA profession, beginning with the most recent

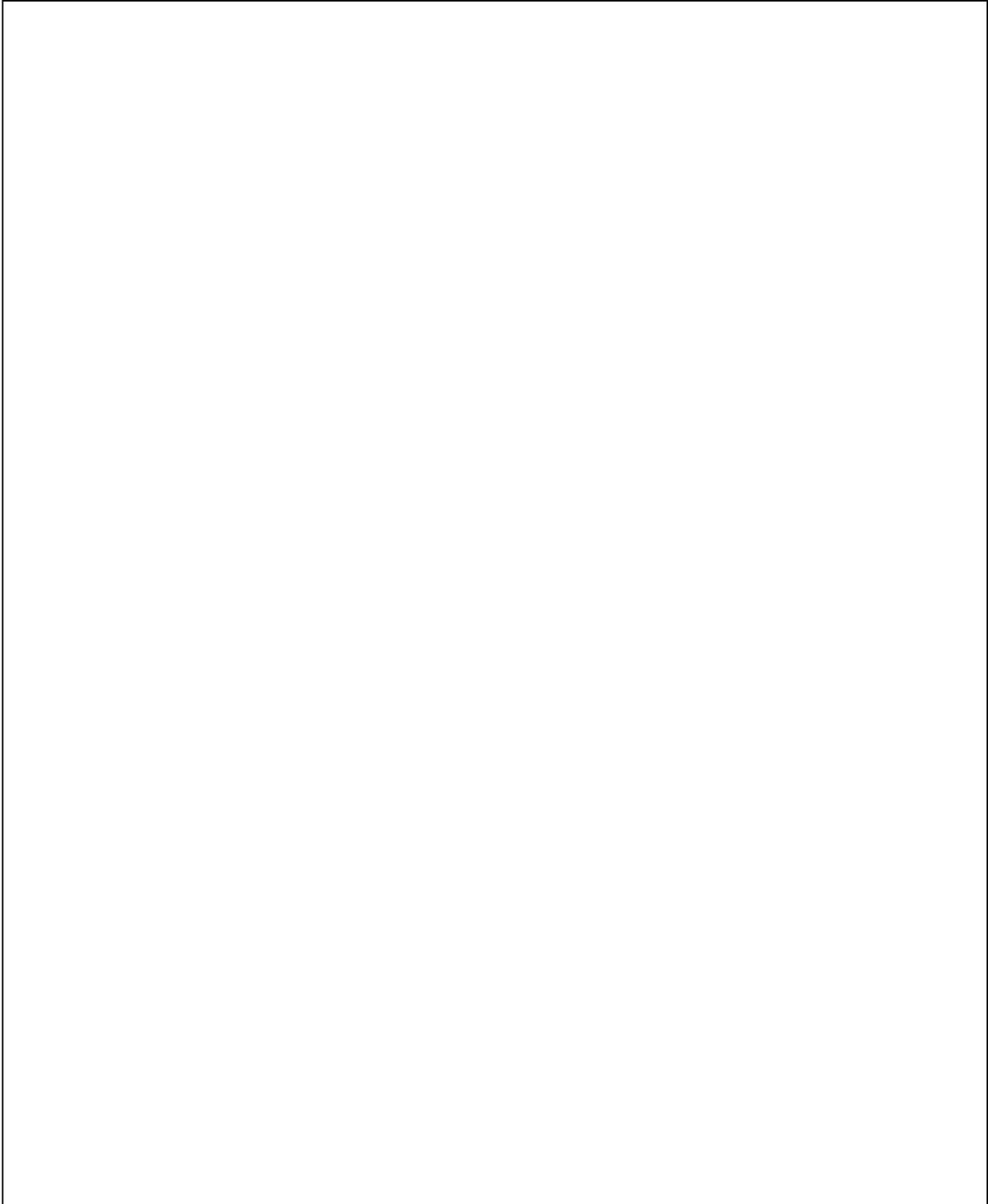
No.	Committees/Task forces/Activities/Events	Organization	Position	Years: from/to
1.				
2.				
3.				
4.				

Major achievements during involvement in the affairs of the profession

- Use a list format linked numerically to the above examples to clearly and concisely present the nominee's achievements and involvement for each committee/task force/activity/event.
- Describe the nature and impact of the nominee's involvement and the scale of their achievements, and how they demonstrated leadership and dedication.
- Describe the nominee's key role in implementing new initiatives, and/or improving the profession's models and practices that have had a positive impact for the profession.
- Entire major achievements section is **max 900 words**.

Major achievements: (Please match numbers to **Committees/Task forces/Activities/Events** listed above)

1.	
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Part 3 Community Service (if applicable)

Volunteer Contribution to Community, Charitable or Other Not-For-Profit Organizations

Under this heading, list the nominee's most important volunteer activities with community, charitable or other not-for-profit organizations, beginning with the most recent

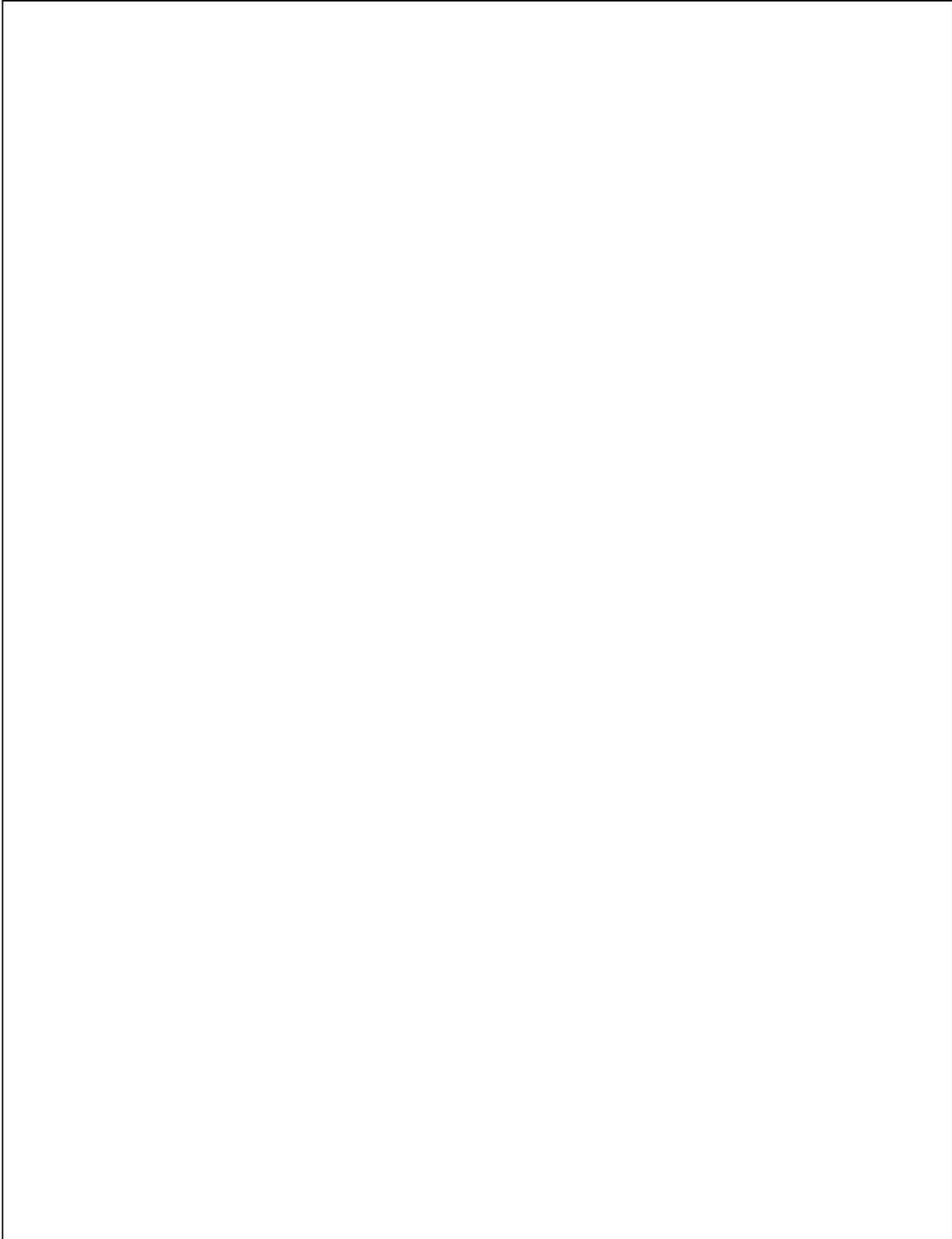
No.	Organization	Position	Years: from/to
1.			
2.			
3.			
4.			

Achievements during involvement with these organizations

- Use a list format linked numerically to the above examples to clearly and concisely present the nominee's achievements and involvement with each organization.
- Describe the nature and impact of the nominee's involvement and the scale of their achievements within the non-profit organization(s), and how they demonstrated leadership and dedication.
- Describe the nominee's key role in implementing new initiatives, and/or improving the organization's models and practices that have had a positive impact for the organizations they have supported.
- Entire major achievements section is **max 900 words**.

Major achievements: (Please match the numbers to **Organizations** listed above)

1.	
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Part 4 Supporting Documents (maximum 10 pages)

This section should include letters of support attesting to the candidate's achievements. The number of letters is not important; however the quality of endorsements is key. The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather, they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the profession or the community.
2. The details of the nominee's involvement with the profession, including:
 - The role of the nominee
e.g., "Mary was the Chair of the Anytown Chapter for the past two years, having previously served on the chapter board as vice chair for two years and treasurer for two years in a legacy chapter. Before that, she also served as PD Chair and Education Chair in a legacy chapter."
 - Significant accomplishments
e.g., "Mary increased the number of social networking events by 50% in each of the last 3 years, with increased attendance and satisfaction for the events. She also introduced three community initiatives into the annual chapter plan, being a community clean up event, supporting the food bank twice a year, and putting a CPABC Chapter team into the Ride to Conquer Cancer. The community initiatives resulted in 300 person-hours of volunteerism being provided by the Chapter into the local community."
 - The actions or duties the nominee took to achieve the accomplishment
e.g., "When she was Vice Chair, Mary connected with the community contacts to develop the plan to begin community volunteerism, and did all the legwork to launch the three community programs. As Chair, she is now mentoring a young CPA who has taken on a new role on the Chapter Board, as the Community Chair."
 - The time commitment, if applicable
e.g., "Mary has contributed over 120 hours for each of the last five years in the roles that she has taken on for the Anytown Chapter. In the past three years, when introducing the Community activities, she volunteered an additional 100 hours annually to launch those programs."
 - The impact of the nominee's work on the organization
e.g., "By increasing the social networking events, Mary has increased the participation in the chapter. By introducing the Community volunteerism events, she has increased the public profile of the Anytown Chapter through the public recognition of the CPA Chapter teams who participated."
3. The details of the nominee's involvement with a community organization, including:
 - The role of the nominee
e.g., "Joe was the Chair of the Anytown Hospital Foundation's Fundraising Committee."
 - Significant accomplishments
e.g., "Joe started two new innovative fund-raising annual events which raised \$350,000"
 - The actions or duties the nominee took to achieve the accomplishment
e.g., "In addition to being the lead participant of all fundraising events, Joe was a significant help in recruiting celebrity athletes, and sponsors. Joe also inspired others to volunteer and help with the events."
 - The time commitment, if applicable
e.g., "Joe contributed over 240 hours per campaign for each of the last five years."
 - The impact of the nominee's work on the organization
e.g., "To increase the fundraising reach, Joe worked with local media to profile the events and the value that Anytown Hospital Foundation contributes to the community. This not only increased the profile of the Foundation, but also resulting in the additional funding which was used to purchase two new vans every year for the past five years which has enabled the Foundation to help increase outpatient accessibility and purchase a portable ultrasound machine for the Hospital."



Additional support materials:

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

Part 5 Submitting a nomination file

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination.

While the nomination file must be complete in itself, you should be aware that the Member Recognition Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

The recommendations of the Member Recognition Committee and the decision of the Board of Directors will primarily depend on the care taken to describe the member's achievements.

Once the CPABC Board of Directors has approved the awards, the award winners will be contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

The nomination file must include:

- the duly completed nomination form and
- letters of recommendation and any other documents supporting the nomination (maximum 10 pages)

Please send the electronic file and supporting documents (in PDF format) to Sandy Parcher at sparcher@bccpa.ca

Please ensure that you use the following subject line in your email: **Confidential, CPABC Service Awards Nomination.**

Please contact Sandy Parcher if electronic submission is not possible.

All nomination files must be received by 4:00pm, Thursday, September 15, 2016.