













#### Part 4 Letters of Support and Other Supporting Documents (maximum 10 pages)

This section must include letters of support attesting to the candidate's achievements. Although the number of letters is not important, nominators are encouraged to include at least two support letters. **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 how the member has distinguished themselves early in their CPA career through professional achievement and/or volunteer service. Details would likely include the role of the nominee, their significant accomplishments and a description of the actions or duties the nominee took to achieve the accomplishment, and the impact of the nominee's accomplishment on the organization.

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 recipients will be contacted directly. For candidates not selected, 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 support and any other documents supporting the nomination (maximum 10 pages)

Please send the electronic file and supporting documents (**in PDF format do not ZIP the PDF**) to Sandy Parcher at [cpabc.executiveoffice@bccpa.ca](mailto:cpabc.executiveoffice@bccpa.ca)

Please ensure you use the following subject line in your email: **Confidential, CPABC Early Achievement Nomination**

Please contact Sandy Parcher ([sparcher@bccpa.ca](mailto:sparcher@bccpa.ca)) if electronic submission is not possible or if you do not receive confirmation that the file has been received.

**All nomination files must be received by 4:00 pm, Monday, September 18, 2023**