2011 AWARDS PROGRAM

Please help us to thank and honour those administrators who are significantly contributing to the life at your college. Volunteering time to promote the mission of OCASA is hard work, especially with so little time for it. This nomination process is quick and easy to do.

OCASA VOLUNTEER RECOGNITION AWARD

###### 2011 Nomination Package

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**OCASA Volunteer Recognition Award**

### 2011 Nomination Form

PLEASE TYPE ALL INFORMATION INTO THIS FORM.

Nominee’s Name

Position

College       Department

Business Phone #       Home Phone #

#### Email Address

The nominator and seconder must be OCASA members, and one must be the OCASA college representative, unless s/he is being nominated.

Nominator:       College:

Business Phone #       Home Phone #

Email Address

**Seconder:**

1. Signature:

**Nominee’s Acceptance**:

I am aware of this nomination and agree to have my biographical material and photograph used for publicity purposes.

Nominee’s Signature: Date:

**Submission instructions:**

* 1. Fax the completed Nomination Form to OCASA (1-866-742-5430)
	2. Email all accompanying documentation, in Word or PDF format, to OCASA: info@ocasa.on.ca
	3. DEADLINE: No later than May 20, 2011 (midnight)

###### OCASA Volunteer Recognition Award

### 2011 Submissions Form

Please complete each section using the shaded area (must be typed and submitted in Word or PDF format).

Point form notes are acceptable.

Please provide a brief description of the Nominee’s accomplishment for OCASA (100 words).

Please provide a brief description of the outcome and impact of the Nominee’s accomplishment (100 words).

Please provide a brief biographical sketch of the nominee (up to 200 words). Nominees will be contacted for permission for the contents of this sketch to be used in publicity material.

Submission instructions:

1. Fax the completed Nomination Form to OCASA (1-866-742-5430)
2. Email all accompanying documentation, in Word or PDF format, to OCASA: info@ocasa.on.ca
3. Include a jpeg file of a photo of the nominee (high resolution)
4. DEADLINE: No later than May 20, 2011 (midnight)

*Thank you for your submission!*

**OCASA Volunteer Recognition Award**

### 2011 Information Sheet

**Date of Submission:** May 20, 2011 (Midnight)

**Presentation Date:** Annual Professional Development Conference

 Awards Banquet Tuesday, June 21, 2011

 Blue Mountain Resort, Collingwood

**Nomination Process:**

1. Any OCASA member may submit a nomination for this award.
2. The Nomination Form must be completed, signed by one OCASA member in support of the nomination, signed by the nominee and faxed to OCASA.
3. The Submission Form and jpg photograph must be sent by email.

**Selection Criteria:** Administrators within an Ontario college who have:

* + made a significant contribution to the work of OCASA at the local, regional and/or provincial level,
	+ volunteered time and energy without expectation for compensation.
	+ represented OCASA’s mandate, and have the support of OCASA peers.

**Eligibility:**

* Nominees must be a current OCASA member with one year or more membership.
* The nominee is eligible to receive the award once.
* Executive members are not eligible for nomination if the nomination involves executive work as outlined in their job duties and responsibilities.
* Unsuccessful nominations may be brought forward to the next year for award consideration.

**Review Process:** Nominations will be reviewed by a Selection Committee comprised of OCASA’s four Regional Directors and OCASA members from the community at large.

**Award:** The formal award will be presented at the Awards Banquet on June 21, 2011, held at the Blue Mountain Resort, Collingwood, Ontario. The recipient will be introduced, honoured and will receive a framed certificate from OCASA.