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## PROCEDURE PR.636.GOV

### TITLE: COMMUNITY MEMBER RECOGNITION AWARDS PROGRAM

Date issued: April 2011

Last revised: 17 January 2017

Authorization: Senior Staff: 25 March 2011

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### 1.0 OBJECTIVE

To provide a procedure to manage the Community Member Recognition Awards Program as outlined in Policy P.013.GOV: Community Member Recognition Awards Program.

### 2.0 DEFINITIONS

In this procedure,

- 2.1 **Community Member Recognition Awards Selection Committee** refers to the ad hoc committee established annually for purposes of administering the Community Member Recognition Awards Program.
- 2.2 **Advisory Committee on the Arts** refers to the Board's outside Advisory Committee with responsibility for advising on the Arts. It is responsible for administering the Community Award for the Arts.

### 3.0 RESPONSIBILITY

- 3.1 The Director of Education, or designate.

### 4.0 PROCEDURES

- 4.1 The Director of Education, or designate, will issue a call for nominations for Community Member Recognition Awards annually through the appropriate normal channels, as described in Attachment A. Each nomination form (electronic form or Attachment B) must provide the names of the three eligible nominators for the application to be considered by the Awards Selection Committee.
- 4.2 Unless otherwise specified in Attachment A, nominations may be made by trustees, school councils, Ottawa-Carleton Assembly of School Councils (OCASC), Parent Involvement Committee, Principals, OCDSB staff and community members.
- 4.3 The call for nominations will clearly specify the deadline for submission of nomination forms, normally two months prior to the presentation date.

- 4.4 Employees of the District are not eligible for nomination for the following awards:
- a) Community Award;
  - b) Distinguished School Council Service Award;
  - c) Volunteer of the Year Award;
  - d) Community Partnership Award; or
  - e) Excellence in Equity Community Award.
- 4.5 The award recipients, with the exception of the Student Recognition Awards, the Excellence in Equity Student Award, and the Community Award for the Arts, will be selected by the Chair of the Board (Chair's Award) or the Community Member Recognition Awards Selection Committee, as outlined in Attachment A, using the specified criteria.
- 4.6 Unless otherwise specified, one recipient will be selected for each award.
- 4.7 In the event that there are a significant number of nominees in any particular award category, the Community Member Recognition Awards Selection Committee may create a list of finalists from which the recipient is selected.
- 4.8 The decision of the Chair or the Community Member Recognition Awards Selection Committee, as appropriate, will be final.
- 4.9 Recipients of all awards will be notified in writing that they have been selected, and will be publicly acknowledged and celebrated at a formal awards ceremony to be held prior to a regularly scheduled Board meeting each spring, or at a special event organized for this purpose.
- 4.10 The Communications department will promote the awards process and publicly acknowledge the recipients of all awards.

## **5.0 APPENDICES**

Attachment A: Community Member Recognition Awards Criteria

Attachment B: Nomination Form

## **6.0 REFERENCE DOCUMENTS**

Board Policy P.013.GOV: Community Member Recognition Awards Program

Board Policy P.099.HR: Employee Recognition

Board Procedure PR.621.HR: Employee Recognition

Board Policy P.065.GOV: Advisory Committees to the Board

### Community Member Recognition Awards Criteria

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	SELECTED BY	PRESENTATION
<b>Chair's Award</b>	Plaque	In recognition of a substantial contribution of an OCDSB staff member or a community member to the achievement of the aims and objectives of the Board over an extended period of years.	Trustees	Chair of the Board	Annually each spring
<b>Community Award</b>	Plaque	In recognition of outstanding efforts of a member of the OCDSB community in developing a community initiative that directly supports the well-being of our students.	Trustees, School Councils, OCASC, Parent Involvement Committee, members of the public, and OCDSB	Community Member Recognition Awards Selection Committee	Annually each spring
<b>Distinguished School Council Service Award</b>	Plaque	In recognition of the outstanding efforts of a school council or school council member for making a significant contribution to enhancing the learning experience of students at a school and/or system level.	Trustees, School Councils, OCASC, Parent Involvement Committee, members of the public, and OCDSB Staff.	Community Member Recognition Awards Selection Committee	Annually each spring
<b>Volunteer of the Year Award</b>	Plaque	In recognition of the substantial contribution of a parent volunteer or community volunteer over an extended period of years or through a single significant initiative that has had a positive impact on students. OCDSB employees or those who are paid for their services are not eligible to be nominated in this category.	Trustees, School Councils, OCASC, Parent Involvement Committee, members of the public, and OCDSB Staff.	Community Member Recognition Awards Selection Committee	Annually each spring

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	SELECTED BY	PRESENTATION
<p><b>Community Partnership Award</b></p>	<p>Plaque</p>	<p>In recognition of outstanding partnership/support from a community agency or business over an extended period of years or through a significant initiative that has directly benefited OCDSB students.</p>	<p>Trustees, School Councils, OCASC, Parent Involvement Committee, members of the public, and OCDSB Staff.</p>	<p>Community Member Recognition Awards Selection Committee</p>	<p>Annually each spring</p>
<p><b><i>Excellence in Equity Community Award</i></b>  <b><i>(in tribute to Isis Officer)</i></b></p>	<p>Plaque</p>	<p>In recognition of a substantial contribution of a parent, volunteer, business community member or organization to support the alignment and integration of equity and inclusive educational principles and practices over an extended period of years or through a significant initiative that has directly benefited OCDSB students. OCDSB employees or those who are paid for their services are not eligible to be nominated in this category</p>	<p>Trustees, School Councils, OCASC, Parent Involvement Committee, members of the public, and OCDSB Staff.</p>	<p>Community Member Recognition Awards Selection Committee</p>	<p>Annually each spring</p>

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	SELECTED BY	PRESENTATION
<p><b>Student Recognition Awards</b></p> <p><i>(Students accompanied by parents and one staff member)</i></p>	<p>Evening Dinner hosted by Director/Chair</p>	<p>Demonstration of personal initiative to achieve a positive outcome by a secondary school student in each secondary school/alternate site.</p>	<p>School Staff</p> <p>Coordinated through the Director's Office</p>	<p>Principal</p>	<p>Annually at the student recognition reception</p>
<p><b>Excellence in Equity Student Award</b></p>	<p>Framed Certificate</p>	<p>Demonstration of innovative and creative initiatives to achieve a positive, safe and inclusive outcome by a secondary school student or team in a secondary school and/or alternate site.</p>	<p>School Staff</p>	<p>Principals (SOC)</p>	<p>Annually at the student recognition reception</p>
<p><b>Community Award for the Arts</b></p>	<p>Framed Certificate</p>	<p>For exceptional community contributions to arts education during the current year. This award is meant for a community volunteer, individual or group.</p>	<p>Principals, School Councils</p>	<p>Advisory Committee on the Arts</p>	<p>Annually at a reception</p>



**OCDSB Community Member Recognition Awards Program Nomination Form**

**SECTION 1: Candidate**

<b>Name:</b>	(Last)	(First)
<b>School associated with / role at school, if applicable:</b>		
<b>(X) Type of Award:</b>	<b>Nominated by:</b>	
Chair's Award	Trustees	
OCDSB Community Award *	Trustees, OCASC, School Councils, Parent Involvement Committee, members of the public, and OCDSB Staff	
Distinguished School Council Service Award *	Trustees, OCASC, School Councils, Parent Involvement Committee, members of the public, and OCDSB Staff	
Volunteer of the Year Award *	Trustees, School Councils, OCASC, Parent Involvement Committee, members of the public, and OCDSB Staff	
Community Partnership Award *	Trustees, OCASC, School Councils, Parent Involvement Committee, members of the public, and OCDSB Staff	
<i>Excellence in Equity Community Award * (in tribute to Isis Officer)</i>	Trustees, OCASC, School Councils, Parent Involvement Committee, members of the public, and OCDSB Staff	
Excellence in Equity Student Award	School Staff	
Student Recognition Award	School staff	
Community Award for the Arts	Principals, School Councils	
<b>Primary Nominator:</b>	(Last)	(First)
<b>School associated with / role at school, if applicable</b>		
<b>Telephone</b>	<b>email:</b>	

\*Selection of award recipients will be by the Ad Hoc Committee for the Community Member Recognition Awards Selection Committee.

**Required Signatures: As eligible nominators, we support the nomination of this candidate for the OCDSB Recognition Award**

*Note: One of the three signatures can be the primary nominator noted above. **Three signatures are required for this application to be considered by the Awards Selection Committee.***

(1)	
Name (Please Print)	
(2)	
Name (Please Print)	
(3)	
Name (Please Print)	

**SECTION 2: Rationale**

State clearly which award you are nominating this person for. Why do you believe the nominee deserves the Award? What specific performance has the nominee demonstrated with respect to an action, achievement, suggestion or innovation that has resulted in an outstanding contribution to the OCDSB in relation to the criteria of the award (see Section 4 of this nomination form) If you need additional space, please attach a separate page.

**SECTION 3: Principal's Signature (if required)**

I concur that this nomination meets the Ottawa-Carleton District School Board's criteria for this Award.

<b>School Principal:</b> (if nomination is supported by a school-based community initiative)  <i>(please print)</i>	    <i>(Last Name)</i>	    <i>(First Name)</i>
<b>School:</b>		
<b>Telephone:</b>		<b>E-mail:</b>
<b>Date:</b>		
<b>Signature:</b>		

Personal information provided on this form is collected under the authority of the *Education Act* and will be used for the purposes of the OCDSB Community Member Recognition Awards Program only. Questions regarding the collection of this information should be directed to 133 Greenbank Road, Ottawa, ON K2H 6L3 (613) 721-1820



## **SECTION 4: Award Criteria Information**

### **Chair's Award:**

In recognition of a substantial contribution of an OCDSB staff member and/or a community member to the achievement of the aims and objectives of the Board over an extended period of years.

### **Community Award:**

In recognition of outstanding efforts of a member of the OCDSB community in developing a community initiative that directly supports the well-being of our students.

### **Distinguished School Council Service Award:**

In recognition of the outstanding efforts of a school council or school council member for making a significant contribution to enhancing the learning experience of students at a school and/or system level.

### **Volunteer of the Year Award:**

In recognition of the substantial contribution of a parent volunteer or community volunteer over an extended period of years or through a single significant initiative that has had a positive impact on students. OCDSB employees or those who are paid for their services are not eligible to be nominated in this category.

### **Community Partnership Award:**

In recognition of outstanding partnership/support from a community agency or business over an extended period of years or through a significant initiative that has directly benefited OCDSB students.

### ***Excellence in Equity Community Award (in tribute to Isis Officer):***

In recognition of a substantial contribution of a parent, volunteer, business community member or organization to support the alignment and integration of equity and inclusive educational principles and practices over an extended period of years or through a significant initiative that has directly benefited OCDSB students. OCDSB employees or those who are paid for their services are not eligible to be nominated in this category.

### **Excellence in Equity Student Award:**

Demonstration of innovative and creative initiatives to achieve a positive, safe and inclusive outcome by a secondary school student or team in a secondary school and/or alternative site.

### **Student Recognition Awards:**

Demonstration of personal initiative to achieve a positive outcome by a secondary school student in each secondary school/alternate site.

### **Community Award for the Arts (Advisory Committee on the Arts):**

For exceptional community contributions to arts education during the current year. This award is meant for a community volunteer, individual or group.