



Volunteer Award

Guidelines

1. **Overview**

The University of Lethbridge Volunteer Award is a prestigious award honoring worthy recipients, and is selected annually by the Senate Volunteer Awards Committee.

2. **Criteria**

The Volunteer Award is open to any member of the University community including past and present University volunteers, employees, students, alumni, groups, and individuals who have a record of exemplary volunteer service by volunteering for the University or whose volunteer service has increased the profile of the University within the community. Volunteer service must have occurred in the past five years, and consideration will be given to overall volunteer contribution. Nominations can be submitted by any member of the greater community and University community, including faculty, staff, alumni, or students.

3. **Nomination Process**

Nominations are accepted on an ongoing basis throughout the year; however, February 15th of each year is normally the annual deadline for the Senate Volunteer Award Committee to consider nominees. Nomination packages are to include:

- Nomination Form – (name and contact information of the nominator and nominee);
- If available, a curriculum vitae, and/or a biographical sketch (video submissions are also acceptable);
- A short summary of how the nominee has met the criteria for the Volunteer Award; A statement on any connection and/or importance of the nominee to the University; and
- Two letters of support, preferably with at least one letter of support being from a member of the University community (employee, student, retiree or alumni).
- Video submissions are also accepted.
- Nominees are not to be made aware of the nomination. The Senate Volunteer Award Committee will hold nominations for three years (current plus two).

In recognition that the University also has a process recognizing outstanding alumni as well as academic and non-academic achievement through Honorary Degrees, if the nomination is considered by the Senate Volunteer Award Committee to be also or more appropriate in those areas the nomination package may also be forwarded for consideration in those processes.

4. **Senate Volunteer Awards Committee (“Committee”)**

Following the annual submission deadline, the Committee shall review each nomination package, including the carry overs from the previous two years. Nominators will be permitted to send an updated letter of support for each of the carryover years. All proceedings of the Committee are *in camera*. A short list of candidate’s worthy of the Volunteer Award from the University will be compiled using the information of last year’s short list as reference to determine appropriate fit as well as for appropriate diversity. The normal practice is to award one Volunteer Award at the Spring convocation ceremonies, with the exception of expedited or special case recipients.

In electing a recipient, the Committee will be mindful of the University’s commitment to equity, diversity, inclusion and Indigenization to strive for diversity of backgrounds, disciplines and spheres of contribution. The Senate Volunteer Awards Committee reserves the right to request additional verification and background checks if determined by the Committee. In order for a nominee to be considered approved, they must receive greater than 50% of affirmative votes by the committee.

5. **Conflict of Interest**

The Senate Volunteer Award Committee members must act fairly and objectively within their evaluation.

Members should self-identify to the Secretary to Senate and/or the Chair, any actual and/or perceived conflicts of interest (such as close associations and/or participating as a nominator or referee). Those who participate as a nominator or referee will be excused from voting only. If there is a reasonable apprehension, the Chair shall rule on the eligibility of the Member, and they may be excused from any voting.

6. *Notification to Candidates, Nominators and Public*

If, upon receiving their call of congratulations from the Chancellor, an approved nominee accepts the Volunteer Award, the awarding shall be scheduled for the appropriate Convocation Ceremony. If Senate deems that extraordinary circumstances have arisen, they may choose to carry forward a candidate.

The public will not be made aware of the awarding until invitations to that ceremony are provided to the public, and/or the public announcement occurs. Nominators, however, will be confidentially notified if their nomination was not successful after the three years, and/or approved and the candidate accepted.

7. *The Award*

The form of the award will be determined by the committee. The administration of the award will be handled by the Senate Office.

8. *Revocation*

The Senate of the University reserves the right to revoke any Volunteer Award awarded by the University through a 2/3 vote from the Senate Volunteer Awards Committee.

For additional information, please contact the Senate Office 403-329-2482 or governance@uleth.ca.