



Distinguished Service Award Nomination Form

NOMINEE INFORMATION

Name of Nominee:

Address of Nominee:

street

city

province/state

country

postal code/zip code

telephone

email address

Degrees held by the Nominee, including name of the university awarding each degree:

Degree	Institution	Date

NOMINATOR INFORMATION

Name of Nominator:

Address of Nominator:

street

city

province/state

country

postal code/zip code

telephone

email address

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of verifying your eligibility to nominate a candidate, and for communicating with you regarding this nomination. Information regarding nominations and awards may be made public. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

DOCUMENT CHECKLIST

Nominations submitted without the following documents will be returned to the Nominator:

A letter from the Nominator describing reasons for nominating the Nominee, including a short description of the actions or special accomplishments that constitute distinguished contributions to Manitoba in areas which are of major interest to the University of Manitoba and/or which are directly associated with the University.

Nominee's abridged curriculum vitae containing details such as education, field of endeavour, a short description of publications, if any, special awards, and distinguished service.

A short biographical summary of the nominee (maximum 150 words).

(Please see page 3 of this document for more information.)

NOMINATIONS MUST BE SUBMITTED NO LATER THAN DECEMBER 31

NOMINATIONS MAY BE SUBMITTED BY CLICKING ON THE "SUBMIT" BUTTON BELOW

OR

BY SENDING TO:

Distinguished Service Award Committee
c/o Office of the University Secretary
The University of Manitoba
312 Administration Building
Winnipeg, MB R3T 2N2

INQUIRIES SHOULD BE DIRECTED TO:

Ms. Melissa Watson
Executive Assistant to the University Secretary
Telephone: 204-474-9593
Email: melissa.watson@umanitoba.ca

Distinguished Service Award Information

Purpose

Distinguished Service Awards are awarded to individuals, groups, and organizations whose contributions improve the social or cultural well-being of the people of Manitoba. The Award is intended to recognize those whose service efforts build a better province for us all. The focus of the Award is the recognition of distinguished community service to the University, the City of Winnipeg, and the Province of Manitoba, as opposed to individual achievements.

Eligibility

All residents of Manitoba, who are not current employees of the University of Manitoba, are eligible for nomination for the Distinguished Service Award.

Normally, no more than two Distinguished Service Awards shall be awarded in one academic year.

Process

The Distinguished Service Award Committee meets annually to review nominations.

Nominations approved by the Committee are recommended to the Board of Governors.

Elections for Distinguished Service Awards are held at a meeting of the Board of Governors. Voting is by secret ballot, and election results are confidential.

A reserve list of approved candidates for the Award is maintained by the Board of Governors.

Documents

The documents prepared and submitted by the nominator are to indicate the significance of the candidate's accomplishments, to state very briefly why a candidate should be elected, and to establish that the candidate has achieved such distinction as described in the Distinguished Service Award Policy.

Those preparing the biographical summary are asked to respect the limitation of length of 150 words.

The documents should be as readable as possible while sufficiently detailed in content to allow those considering the nominations to make a confident assessment of the candidate's achievements for voting purposes. When a candidate is selected by the Distinguished Service Award Committee, these documents may be the only materials that will be circulated to the Board of Governors to help them in their voting. If a nominee is approved, the information contained in the documents may be used to inform and assist in the preparation of an official citation for all related publications.

Additional information respecting the Distinguished Service Award can be found at:

http://umanitoba.ca/admin/governance/governing_documents/community/267.html

The list of individuals who have received Distinguished Service Awards can be found at:

http://umanitoba.ca/admin/governance/distinguished_service_award.html