

“IN APPRECIATION” AWARD

The In Appreciation Award is awarded to an individual, individuals or an organization that has demonstrated an outstanding contribution to the Division as a whole. This award exemplifies the Board of Trustees’ commitment to building partnerships with those who give so much of themselves to the students and staff of River East Transcona School Division.

Criteria:

- (1) The “In Appreciation” Award is presented, at the discretion of the Board of Trustees, to an individual, individuals or an organization in recognition of outstanding contribution to the River East Transcona School Division.
- (2) The recipient of the award will have demonstrated a contribution directly related to education and the River East Transcona School Division through volunteer time, a substantial financial gift or a gift in kind.
- (3) Individuals involved with the River East Transcona School Division through their own employment may be recognized for going the extra mile above and beyond their assigned duties.
- (4) The recipient may not be a current employee or student of the River East Transcona School Division.
- (5) The recipient does not have to live within the Division’s boundaries. Contribution to the Division outweighs where a recipient lives.

Process:

Who can nominate?

Nominations may be submitted by individual Trustees or by any interested party.

How do I nominate an individual?

After you have read the above criteria and you believe that your nominee fits those criteria then nominations are to be submitted, in writing, to the Board of Trustees by the end of February of each year. Nomination forms may be picked up at the River East Transcona School Division Board Office, 589 Roch Street, or off the web site at www.retsd.mb.ca. You will be required to provide as much information as possible describing why you believe your nominee is the best candidate for this award. Please see the attached form for details.

What happens once I have nominated that individual?

The Board of Trustees of the River East Transcona School Division will strike a selection committee that will sit during the month of March. This selection committee is comprised of up to four Trustees and a designate from the Superintendent’s Department. A Trustee making a nomination may not sit on the selection committee and will refrain from voting on the recommendation from the ad hoc committee. The selection committee will render its

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decision and bring forth a recommendation to the Board of Trustees prior to the end of March.

All nominators will receive acknowledgement of receipt of their nomination and will be informed of the final decision of the Board of Trustees.

The "In Appreciation" Award will be presented at the Board's Retirement Recognition evening in June.

Guidelines:

- (1) The "In Appreciation" Award is presented, at the discretion of the Board of Trustees, to an individual, individuals or an organization in recognition of outstanding contribution to the River East Transcona School Division.
- (2) The Board of Trustees of the River East Transcona School Division reserves the right that this award will not always be given to a recipient in any given year.
- (3) The recipient of the award will have demonstrated a contribution directly related to education and the division through volunteer time (duration of time should be greater than four years), a substantial financial gift or a gift of kind.
- (4) Individuals involved with the River East Transcona School Division through their own employment may be recognized for going the extra mile, above and beyond their assigned duties.(Duration of time should be greater than four years.)
- (5) The recipient may not be a current employee or student of River East Transcona School Division.
- (6) The recipient does not have to live within the River East Transcona School Division community. Contribution to the River East Transcona School Division outweighs where a recipient lives.
- (7) Nominations may be submitted by individual Trustees or by any interested party. Nominations are to be submitted, in writing, to the Board of Trustees by the end of February of each year. Nomination forms may be picked up at the River East Transcona School Division Board Office, 589 Roch Street.
- (8) The Board of Trustees will strike a selection committee by its first meeting in March. This selection committee will be comprised of up to four Trustees and one designate from Senior Administration. A Trustee making a nomination may not sit on the selection committee and will refrain from voting on the recommendation from the ad hoc committee. The selection committee will bring forth its recommendation to the Board of Trustees before the end of March.
- (9) The "In Appreciation" Award will be presented at the Board's Retirement Recognition evening in June.



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FORM:

NAME OF NOMINEE _____

ADDRESS _____

TELEPHONE NUMBER _____

PLACE OF EMPLOYMENT _____

DATE OF NOMINATION _____

Please describe how your nominee has portrayed "outstanding contribution to the River East Transcona School Division". This contribution has to directly relate to education and the division through volunteer time (duration of time should be greater than four years), a substantial financial gift or a gift in kind. In a minimum of 500 words state why you believe your nominee is the best candidate for the River East Transcona School Division "In Appreciation" Award.

NAME OF NOMINATOR _____

ADDRESS _____

TELEPHONE NUMBER _____

Please return your submission form in the self addressed envelope.

Thank you for taking the time to recognize your nominee.

* The River East Transcona School Division Board of Trustees reserves the right to refrain from awarding the “In Appreciation” Award to any nominee in any given year.

Effective Date: September 19, 2006
Amended Date: February 18, 2014
Board Motion(s): 378/06; 51/14
Legal/Cross Reference:

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