



Acclaim Awards - 2024

Application Guide and Terms of Reference

Award Categories

Distinguished Alumni Award:

Recognizes the outstanding accomplishments of alumni who have made a significant impact in their professional achievements and/or service to the community and society.

Young Alumni Award:

Recognizes the outstanding accomplishments of recent graduates who have made a significant impact in their professional achievements and/or service to the community and society.

(Applicants must be 35 years or younger to be considered for the award.)

Community Service Award:

Recognizes the impact that an alumni has made to their community through volunteer work.

Innovation Award:

Recognizes alumni or a collaborative team* that have made a significant impact in their profession or community by developing or implementing an innovative initiative, product, or process. It should encourage innovation by fostering positive change and social impact while transforming a creative idea to life.

*(*Collaborative team must consist of at least one College of the North Atlantic Alumni Member.)*

Eligibility

- Candidates must be a graduate of a certificate or diploma program at College of the North Atlantic (NL locations) as of and including 2024.
- Applicants are advised to refer to specific criteria pertaining to each application.
- Current College of the North Atlantic employees, board members, and members of the Alumni Acclaim Awards committee are not eligible for consideration.

Applicant/Nominator Check List

- Submit completed award application. Applications are available online at: www.cna.nl.ca/alumniawards
- Provide two letters of references - one professional and one volunteer/ community work. (Maximum of one page per letter).
- Applicant/nominator should provide as much quality information as possible specific to the applicable award.

Optional:

- Provide up to three relevant media sources that may enhance the application. (e.g., articles, news stories, award documentation, photos or short videos with links.) and include all links where applicable.* In addition to media sources (links) provided on the nomination form, nominators will receive an email to which they can provide additional supporting files and documentation after their nomination form has been received and verified by the Alumni office.

Conditions of Application

- Applicants must be in good standing in the community and must not have engaged in activities that could bring any dishonour to College of the North Atlantic.
- Nominations must be submitted according to the guidelines presented in that year.
- Awards are open to all College of the North Atlantic Alumni that meet the criteria set for each award. The opportunity is available to apply for more than one award, however successful applicants cannot receive more than one award per year.
- Successful applicants may only receive an award from each category once in a five-year period.
- Nominations can be made by College of the North Atlantic, staff, faculty, students, or a member of the public.
- Applications must be completed and supported by two references (one professional and one volunteer/community).
- Application time frame and deadline will be established and posted annually on the College of the North Atlantic website at www.cna.nl.ca/alumniawards
- Applications must be submitted through the online application form with supporting documentation/files uploaded to the nominator's personal electronic folder to be provided by CNA.
- Nominations received after the closing date will not be accepted.
- Incomplete applications will not be considered.
- Nominations in the Community Service category must highlight an applicant's volunteer, charitable and non-paid community services and experiences beyond one's paid service. If an applicant's submission is unclear in the delineation between what is paid versus unpaid community service, the nomination may be disqualified.
- All nominators (and applicants through the nomination submission process) must affirm the information included in their submission is accurate and truthful. If any information presented is found to be inaccurate, whether by accident or purposefully, College of the North Atlantic reserves the right to remove the submission from consideration for that year and rescind the award if discovered after the fact.
- All nominations and supporting documents are considered confidential.

Selection Committee

- The Selection Committee will consist of one College of the North Atlantic Executive member, one College of the North Atlantic Director and at least three external stakeholders. The Selection Committee will make their recommendations and reach final approval by a majority vote. All nominations will be confidential. The Alumni & Advancement Office will confirm applicant's acceptance of award prior to contacting all other nominators of the result.

- The Selection Committee can serve for up to five years in total (not necessarily consecutively) to maintain a healthy turnover.
- Applications will be reviewed by Alumni & Advancement Office prior to being submitted to the Selection Committee to ensure all applications meet the conditions of application.

Scoring Process

- Selection Committee Members will review all submissions independently and score each application on each criterion on the scale provided in advance of the first initial meeting.
- The committee will rank their top five applications in each award category – for a total of 20 nominees. This will form the shortlist from each committee member.
- The shortlisted nominations for each category will then be reviewed and ranked again by each member of the Selection Committee at a meeting.
- The Selection Committee will make the recommendations and reach final approval by a majority vote.
- The Selection Committee will identify two alternative award recipients in each category. These applications will only be considered if selected recipient is unable to attend the awards event, wishes to not participate in advertising and promotions of the awards program, or declines to accept the award.
- The Selection Committee reserves the right to reassign an applicant to another award category if the committee feels they are better suited for another category based on the information in the award submission.

Notification

The Manager of Alumni & Advancement will be responsible for contacting the award recipients and inviting them to accept their award on behalf of the Alumni & Advancement Office. It is essential that selected applicant attend the awards event and participate in recognition opportunities as determined by the Alumni & Advancement Office.

The notification process will include the following:

- Informing the recipient of their award by email and/or phone.
- The specifics of the publicity and recognition opportunities, the date, time and requirement to attend the awards event (virtual or in-person) to receive their award (if known at the time of notification), and their main contact from Alumni & Advancement going forward.

Conditions of Acceptance of Award

- The recipient understands the condition of being selected for that year is contingent upon them participating in publicity efforts surrounding the awards, which will include attending the awards event (in person or virtual), social media posts and advertising, and

news media. If the potential recipient cannot commit to the above criteria, if they cannot attend the awards event, the applicant that was ranked in second place as an alternative will be selected as the recipient in that award category for that year.

- For recipients living outside of St. John's, NL, travel and accommodations expenses to participate at the in-person awards event will be considered by the Alumni & Advancement Office.

Award Presentation

The Acclaim Awards will be presented at the College of the North Atlantic Alumni Acclaim Awards Reception at a date, time and location determined by the Alumni & Advancement Office.