

## Awards

### Rationale

Established procedures should exist to ensure that the processes of award creation and award selection are both comprehensive and fair.

### Definitions

### Regulations

- 1** Awards adhere to the following guiding principles:
  - 1.1** awards must have an emphasis on quality, innovation, and character; and
  - 1.2** recipients of awards must have made some contribution to SAMU's mission and vision.
- 2** Awards recognize the following:
  - 2.1** participation in and exceptional contribution to SAMU;
  - 2.2** extraordinary academic achievement;
  - 2.3** positive contributions to students at MacEwan University as a whole;
  - 2.4** extra-curricular success; and
  - 2.5** non-members who make a contribution to SAMU.
- 3** To determine the recipients of awards, both subjective and objective input on the candidates is considered.
- 4** Nomination material and information used to select award recipients is confidential.
- 5** Awards may be distributed throughout the year, but all award recipients are acknowledged at an annual recognition event.
- 6** Grants and Awards Sub-Committee is responsible for selecting the recipients of awards except as otherwise delegated in specific award terms of reference.
- 7** SAMU will promote awards nominations and the award winners.



## **Appendix A: Structure for Award Terms of Reference**

### **Name of Award Terms of Reference**

#### **Award Description**

This section describes the name and purpose of the award, how many recipients receive the award, when they receive it, and the prize associated with receipt of the award.

#### **Eligibility**

This section describes the requirements for a nominee to be considered for the award. Failure to meet any of the eligibility requirements disqualifies the nominee.

#### **Criteria**

This section describes additional requirements that inform the selection process. The ideal recipient exhibits all these criteria. Lack of, or weak demonstration of some criteria does not necessarily result in disqualification. These criteria are assessed comparatively and competitively during the selection process.

#### **Nomination and Selection**

This section describes who may make the nomination; where nominations are to be directed; the process for verification of information, if required; additional information which may be considered during the selection process and how it is obtained; and who makes the final decision on who receives the award.

Identification of when the award terms of reference were initially approved and, if applicable, amended is noted following the "Nomination and Selection" section of the award's Terms of Reference.



## **Appendix B: Current Awards**

### **Campus Champion Terms of Reference**

#### **Award Description**

This award is presented to a student who has made an outstanding contribution to student life at their campus through academic achievement, involvement in extracurricular activities, and/or participation in leadership or student advocacy efforts.

One award is available for MacEwan University. Presentation of the awards occurs at SAMU's annual recognition event.

The successful nominee receives \$250 and a certificate of achievement.

#### **Eligibility**

Nominees must be members of the Students' Association of MacEwan University.

#### **Criteria**

Nominees should have a cumulative Grade Point Average of 2.7 or higher.

Nominees should demonstrate ongoing, active involvement on their campuses. Nominee involvement may be expressed through involvement in SAMU, its clubs, MacEwan University, independently, or a combination of any of the former.

#### **Nomination and Selection**

Eligible students may be nominated by SAMU staff, other students, MacEwan University faculty or staff, or any other persons knowledgeable on the students' contributions to their campuses.

GPA is verified by consulting with the Office of the University Registrar.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.



## **Student Group of the Year Terms of Reference**

### **Award Description**

This award is presented to a club that has demonstrated outstanding performance in its membership, campus activities, and overall contributions to student life at MacEwan University.

One award is available each year. Presentation of the award occurs at SAMU's annual recognition event.

The successful club receives \$400 and a certificate of achievement.

### **Eligibility**

Nominees must be in good standing with SAMU.

Nominees must have been active student groups for at least two consecutive years.

Nominee eligibility is verified by the Student Groups Department.

### **Criteria**

Nominees have had success in achieving their mandate as demonstrated by their activities and annual reports.

Nominees show a high level of student involvement.

Nominees offer opportunities for students who are not student group members to engage in and benefit from their activities.

Nominees collaborate with other student groups.

### **Nomination and Selection**

Eligible student groups may be nominated by SAMU staff, MacEwan University students, faculty, or staff, or any other persons knowledgeable on the student group's activities and contributions to student life at MacEwan University.

Grants and Awards Sub-Committee considers written nominations, and Student Groups Department feedback if required.

The final decision on who receives the award is made by the Grants and Awards Sub-Committee.



## **New Student Group of the Year Terms of Reference**

### **Award Description**

This award is presented to a student group that has been active for less than two years from their formation and has demonstrated positive strides in their membership, campus activities, and contribution to student life at MacEwan University.

One award is available each year. Presentation of the award occurs at SAMU's annual recognition event.

The successful student group receives \$250 and a certificate of achievement.

### **Eligibility**

Nominees must be in good standing with SAMU.

Nominees must have been active for less than two consecutive years.

Nominee eligibility is verified by the Student Groups Department.

### **Criteria**

Nominees have had success in achieving their mandates as demonstrated by their activities.

Nominees show an increasing level of student involvement.

Nominees offer opportunities for students who are not student group members to engage in and benefit from their activities.

Nominees collaborate with other student groups.

### **Nomination and Selection**

Eligible student groups may be nominated by SAMU staff, MacEwan University students, faculty, or staff, or any other persons knowledgeable on the student group's activities and contributions to student life at MacEwan University.

Grants and Awards Sub-Committee considers written nominations, and Student Groups Department feedback if required.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.

## **Student Group Member of the Year Award Terms of Reference**

### **Award Description**

This award is presented to a student group member who has shown an outstanding contribution to their student group(s) through the various initiatives, events, campaigns, etc. that this student group(s) has undertaken.

One award is available each year. Presentation of the award occurs at SAMU's annual recognition event.

The successful nominee receives \$250 and a certificate of achievement.

### **Eligibility**

Nominee must be a SAMU member and in good academic standing with, MacEwan University.

The student group(s) that the nominee is a part of must be in good standing with SAMU.

The Student Groups department at SAMU will verify nominee's eligibility.

### **Criteria**

Nominees show active, and ongoing involvement in one or more student group(s).

Nominees have helped to increase their student group(s) engagement and visibility on campus.

Nominees interact with other student group leaders and show good teamwork skills.

### **Nomination and Selection**

Eligible student group members may be nominated by MacEwan University students, SAMU staff, faculty, MacEwan staff, or any other person(s) knowledgeable on the student group member's involvement, activities, and contributions to student life on campus.

Grants and Awards Sub-Committee considers written nominations, and Student Groups Department feedback if required.

The final decision on who receives the award is made by the Grants and Awards Sub-Committee.



## **Student of the Year Terms of Reference**

### **Award Description**

This award is presented to a student who, while maintaining a strong GPA, has demonstrated an outstanding contribution to student life at MacEwan University through extracurricular, voluntary pursuits, leadership, and advocacy initiatives.

One award is available each year. Presentation of the award occurs at SAMU's annual recognition event.

The successful nominee receives \$500 and a certificate of achievement.

### **Eligibility**

Nominees must be full-time members of the Students' Association of MacEwan University.

### **Criteria**

Nominees have a GPA of 3.5 or higher in their most recent semester.

Nominees should demonstrate ongoing, active involvement in extracurricular and voluntary pursuits, and leadership and advocacy initiatives. Nominee involvement may be expressed through involvement in SAMU, its clubs, MacEwan University, independently, or a combination of any of the former.

### **Nomination and Selection**

Eligible students may be nominated by SAMU staff, MacEwan University staff, faculty, or staff, or any other persons knowledgeable on the students' contributions to student life at MacEwan University.

Grants and Awards Sub-Committee considers written nominations.

GPA is verified by consulting with the Office of the University Registrar.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.

## **Dorothy Gray Award Terms of Reference**

### **Award Description**

This award is presented to a current or past MacEwan University employee who has demonstrated service and support to SAMU above and beyond their job requirements. The award is presented in honour of Dorothy Gray, who was a MacEwan University employee and a strong supporter of and volunteer for SAMU.

One award is available each year. The recipient is invited to and will be acknowledged at SAMU's annual recognition event.

The successful nominee receives a certificate of achievement and SAMU makes a \$300 donation to the recipient's charity of choice.

### **Eligibility**

Nominees must be current or past employees of MacEwan University. Staff, faculty, and administrators are all eligible.

### **Criteria**

Nominees demonstrate involvement in SAMU above and beyond their job requirements.

Both ongoing, active support and significant one-time support is considered.

Preference is given to employees who have volunteered with SAMU.

### **Nomination and Selection**

Eligible MacEwan University employees may be nominated by SAMU staff, students, other MacEwan University employees, or any other persons knowledgeable on the employees' support of SAMU.

Grants and Awards Sub-Committee considers written nominations.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.





## **SAMU Volunteer of the Year Terms of Reference**

### **Award Description**

This award is presented to a student volunteer who has made an outstanding contribution to SAMU through their volunteerism and philanthropic efforts.

One award is available each year. Presentation of the awards occurs at the SAMU's annual recognition event.

The successful nominee receives \$250 and a certificate of achievement.

### **Eligibility**

Nominees must be a SAMU member.

Nominees must accumulate at least 75 hours as a SAMU volunteer.

### **Criteria**

Nominees should demonstrate ongoing, active volunteer involvement in SAMU.

### **Nomination and Selection**

Eligible students may be nominated by SAMU staff, MacEwan University students, faculty or staff, or other persons knowledgeable on the students' contributions to SAMU programs, services, or events through their volunteerism and philanthropic efforts.

Eligibility is confirmed by the appropriate SAMU staff.

Grants and Awards Sub-Committee considers written nominations.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.

## **SAMU Safe Walk Volunteer of the Year Terms of Reference**

### **Award Description**

This award is presented to a student volunteer who has made an outstanding contribution to the SAMU Safe Walk service through their volunteerism and philanthropic efforts.

One award is available each year. Presentation of the award occurs at the SAMU's annual recognition event.

The successful nominee receives \$50 and a certificate of achievement.

### **Eligibility**

Nominees must be a SAMU member.

Nominees must accumulate at least 25 hours as a Safe Walk volunteer.

### **Criteria**

Nominees should demonstrate ongoing, active involvement with SAMU's Safe Walk service.

### **Nomination and Selection**

Eligible students may be nominated by SAMU staff or volunteers knowledgeable on the students' contributions to SAMU's Safe Walk service through their volunteerism and philanthropic efforts.

Eligibility is confirmed by the appropriate SAMU staff.

Grants and Awards Sub-Committee considers written nominations, and feedback from the appropriate coordinator and manager if required.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.



## **SAMU Peer Support Volunteer of the Year Terms of Reference**

### **Award Description**

This award is presented to a student volunteer who has made an outstanding contribution to the SAMU Peer Support service through their volunteerism and philanthropic efforts.

One award is available each year. Presentation of the award occurs at the SAMU's annual recognition event.

The successful nominee receives \$50 and a certificate of achievement.

### **Eligibility**

Nominees must be a SAMU member.

Nominees must accumulate at least 30 hours, excluding training, as a Peer Support volunteer.

### **Criteria**

Nominees should demonstrate ongoing, active involvement with SAMU's Peer Support service.

### **Nomination and Selection**

Eligible students may be nominated by SAMU staff or volunteers knowledgeable on the students' contributions to SAMU's Peer Support service through their volunteerism and philanthropic efforts.

Eligibility is confirmed by the appropriate SAMU staff.

Grants and Awards Sub-Committee considers written nominations, and feedback from the appropriate coordinator and manager if required.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.



## **SAMU Food Support Volunteer of the Year Terms of Reference**

### **Award Description**

This award is presented to a student volunteer who has made an outstanding contribution to the SAMU Food Support service through their volunteerism and philanthropic efforts.

One award is available each year. Presentation of the award occurs at the SAMU's annual recognition event.

The successful nominee receives \$50 and a certificate of achievement.

### **Eligibility**

Nominees must be a SAMU member.

Nominees must accumulate at least 25 hours as a Food Support volunteer.

### **Criteria**

Nominees should demonstrate ongoing, active involvement with SAMU's Food Support service, which includes Breakfast Club.

### **Nomination and Selection**

Eligible students may be nominated by SAMU staff or volunteers knowledgeable on the students' contributions to SAMU's Food Support service through their volunteerism and philanthropic efforts.

Eligibility is confirmed by the appropriate SAMU staff

Grants and Awards Sub-Committee considers written nominations, and feedback from the appropriate coordinator and manager if required.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.



## **SAMU Promo Squad Volunteer of the Year Terms of Reference**

### **Award Description**

This award is presented to a student volunteer who has made an outstanding contribution to the SAMU Promo Squad program through their volunteerism and philanthropic efforts.

One award is available each year. Presentation of the award occurs at the SAMU's annual recognition event.

The successful nominee receives \$50 and a certificate of achievement.

### **Eligibility**

Nominees must be a SAMU member.

Nominees must accumulate at least 25 hours as a Promo Squad volunteer.

### **Criteria**

Nominees should demonstrate ongoing, active involvement with SAMU's Promo Squad program.

### **Nomination and Selection**

Eligible students may be nominated by SAMU staff or volunteers knowledgeable on the students' contributions to SAMU's Promo Squad program through their volunteerism and philanthropic efforts.

Eligibility is confirmed by the appropriate SAMU staff

Grants and Awards Sub-Committee considers written nominations, and feedback from the appropriate coordinator and manager if required.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.



## *the griff* Volunteer of the Year Terms of Reference

### Award Description

This award is presented to a student volunteer at *the griff* who offers a significant contribution to student life at MacEwan University through their published work.

One award is available each year. Presentation of the award occurs at SAMU's annual recognition event.

The successful nominee receives a \$50 and a certificate of achievement.

### Eligibility

Nominees must be a SAMU member.

Nominees must have had at least one composition published in *the griff* during the current academic year.

*the griff* editors are not eligible.

### Criteria

The Managing Editor and staff of *the griff* are responsible for establishing further criteria.

### Nomination and Selection

Any volunteer or staff member at *the griff* may nominate another volunteer. Nomination forms and the award description will be provided to all volunteers. Volunteers may not nominate themselves.

Grants and Awards Sub-Committee considers written nominations, and feedback from the *griff* managing editor if required.

The final decision on who receives the award is made by Grants and Awards Sub-Committee.

## **Councillor of the Year Terms of Reference**

### **Award Description**

This award is presented to an outstanding Councillor, a person who has dedicated their time and energy to support student advocacy efforts, ensure good governance, engage with and consult students and other members of Students' Council, and demonstrate a commitment to the long-term success of SAMU.

One award is available each year. Presentation of the award occurs at the last Students' Council meeting of the elected year and the recipient will be acknowledged at SAMU's annual recognition event.

The successful nominee receives \$250 and a certificate of achievement.

### **Eligibility**

Nominees must be current Councillors.

### **Criteria**

Nominees show board-level engagement.

Nominees sit on one or more of the SAMU Standing Committees and/or Sub-Committees or MacEwan University committees.

Nominees consult with students.

Nominees demonstrate involvement in SAMU beyond Students' Council meetings.

Nominees consult with other members of Students' Council.

Nominees assist Councillors who are new to their roles.

### **Nomination and Selection**

Any Students' Councillor may nominate a Councillor. Nomination forms and the award description are provided to all Students' Councillors. Councillors may not nominate themselves.

Completed nomination forms are submitted to the Governance Advisor.

The final selection decision is made by Students' Council. Students' Councillors determine the recipient by a secret ballot vote, using a rank order system, conducted on the day of the regular September Students' Council meeting. Completed nominations are included in the agenda material for this meeting.

The Governance Advisor communicates the successful Councillor to the Grants and Awards Sub-Committee.



## Fact Sheet

### Approvals:

First Approval – October 1, 2014

Last Approval – July 17, 2024

**Date of Last Review:** July 17, 2024

### Source and Updates:

October 1, 2014: *Awards* approved by Executive Committee motion E2014-10-01-2 upon the recommendation of the Procedure Sub Committee. Source material drawn from *Procedure 7 – Awards*.

October 6, 2015: *Awards* approved by Executive Committee motion E2015-10-06-6. “Club Member of the Year” TOR added to procedure.

January 20, 2016: *Awards* approved by Executive Committee motion E2016-01-20-1 on the recommendation of the Awards Sub-Committee. Minor changes to Appendix B were applied.

November 30, 2016: *Awards* approved by Executive Committee motion E2016-11-30-06 on the recommendation of the Awards Sub-Committee. Minor updates to TORs as well as addition of a separate part-time employee of the year award.

August 2, 2018: *Awards* approved by Executive Committee motion E2018-08-02-3 on the recommendation of the Procedure Sub-Committee and the Awards Sub-Committee to take effect November 1, 2018. Gender neutral language added and individual volunteer awards created.

November 14, 2018: *Awards* approved by Executive Committee motion E2018-11-14-3 on the recommendation of the Awards Sub-Committee. Gray Gallery volunteer award created.

July 14, 2021: *Awards* approved by Executive Committee motion E2021-07-14-2 on the recommendation of the Awards Sub-Committee. Changes include renaming ‘clubs’ to ‘student groups’, ‘food bank’ to ‘food support’, increasing the minimum required hours for Peer Support volunteers from 25 to 30, and removal of the Gray Gallery Volunteer of the Year award.

February 21, 2024: *Awards Procedure* approved by Executive Committee motion 2024-02-21-1 on the recommendation of the Procedure Sub-Committee. Update to the Councillor of the Year Award to require a rank ballot system of voting.

July 17, 2024: *Awards Procedure* approved by Executive Committee motion 2024-07-17-4 on the recommendation of the Procedure Sub-Committee. F/T and P/T Employee of the Year removed as they are planned to be incorporated into a Recognition directive.

### Related Documents and Forms: