

Distinguished Service Award

The Board of Directors of CPAPEI will formally recognize members who have demonstrated dedicated, committed and outstanding service, either to the CPA profession or a social cause or one or more not-for-profit or charitable organizations, or to non-members who have made significant contributions to the profession.

The purpose of this guide is to assist individuals wishing to nominate an individual for a Distinguished Service Award for service to the profession and/or community. It outlines in detail each phase of the process and will serve as an essential reference. Following the steps in this guide will ensure a complete nomination that gives the nomination the best chance of success:

- Step 1:** Review the admission criteria
- Step 2:** Submit a completed nomination form, signed by two nominators who are members. Where the nomination is not-for-profit or charitable organization based, the nomination can be proposed by non-members.
- Step 3:** Submit a complete nomination package, following the instructions in each section and including support materials (see examples) that clearly demonstrate the dedication, commitment and outstanding contribution that the member has made. The package should be detailed enough to allow the Member Recognition Committee to fairly evaluate the nomination submitted.

All nominations are carefully considered by the CPAPEI Awards Committee, which will make its recommendations to the CPAPEI Board of Directors.

Once the CPAPEI Board of Directors has approved the awards, the award winners will be contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

Award winners will be profiled in the CPAPEI Newsletter and on the CPAPEI website (subject to their providing permission) and will be recognized at a Member Recognition event.

Admission Criteria

Objective

The importance and effect of volunteer work deserves to be recognized both within and outside the organization or association that benefited from the volunteer's contribution.

The Distinguished Service Award recognizes members or supporters of the profession who have demonstrated a significant achievement within the last five years and have therefore brought honour to the profession.

Eligibility criteria for members

Nominees must meet the following requirements:

- Be a member in good standing;
- Not be a member of a Board of Directors of CPAPEI or CPA Canada or the CPA Atlantic School of Business;
- Not be employed by the profession for recognition of service to the profession;
- Not be compensated/paid for the activity being recognized;
- Demonstrate significant achievements as outlined in the selection criteria.
- The Distinguished Service Award may be presented to an FCPA.
- Distinguished Service Awards are not granted posthumously.

Eligibility criteria for non-members

Nominees must meet the following requirements:

- The individual has made a significant achievement within the last five years which positively contributes to the accounting profession and/or to the professional development of CPAs, as demonstrated by:
 - Significant support to the CPA profession in Prince Edward Island, or
 - Significant leadership or accomplishment in the field of accounting or business generally, provided there is a direct connection or benefit to the CPA profession in Prince Edward Island, or
 - Mentor excellence by significantly contributing to the professional development of young Prince Edward Island CPAs and their ability to exercise sound professional judgment.
- Distinguished Service Awards are not granted posthumously.
- Nominations can come from outside the Board of Directors.

Selection criteria

Candidates are selected on the basis of the importance of their recent or present volunteer contribution to the profession and/or to one or more not-for-profit or charitable organizations for a substantial period of time within the last five years. The demonstration of outstanding service should be evidenced by:

- Significant contribution as a volunteer within community or charitable organizations or other not-for-profit organizations, or on a Board, chapter, committee or initiative that furthered the CPA profession;
- Known for openness, honesty, integrity and professionalism, and providing leadership and dedication;
- Participation in activities or events as a member, honorary chair, organizer, mentor;
- Quality of work accomplished for organizations;
- Strength of commitment;

- Key role in improving the organization's models and practices and implementing new initiatives;
- Achievements that will have a strong positive impact for the organization.
- Nomination files should highlight the fact that candidates clearly identify themselves as Chartered Professional Accountants and that they are known and recognized as CPAs.

(See examples of supporting materials.)

Other

- Nominated by more than one member. Where the nomination is not-for-profit or charitable organization based, the nomination can be proposed by non-members.
- There will be several recipients of this award annually.

All nomination files must be received by 4:00 pm, October 31st.

Distinguished Service Award Nomination

Part 1 General information

Section 1 – Nominee's Personal information

First name

Last name

Accounting designation (CPA, CA, CPA, CGA or CPA, CMA)

Home Address

Apt

City

Province

Postal code

Country

Telephone (home)

Email (home)

Section 2 - Nominee's Professional Information

Describe the candidate's career, beginning with the current position.

	Employer with address	Position	Years: from/to
1.			
2.			
3.			
4.			

Section 3 - Declaration of Nominators

We, the undersigned, certify, to the best of our knowledge, that the information provided in support of this nomination is correct. Non-members may nominate candidates for contributions to charitable or not-for-profit organizations. .

Nominator	Member #	Telephone	Email Address
Nominator	Member #)	Telephone	Email Address

Part 2 Involvement in the CPA Profession

Volunteer Contribution to the CPA Profession (Board, Chapter, Committee or Other Initiative)

Under this heading, list the nominee's most important volunteer activities with the CPA profession, beginning with the most recent

No.	Committees/Task forces/Activities/Events	Organization	Position	Years: from/to
1.				
2.				
3.				
4.				

Major achievements during involvement in the affairs of the profession

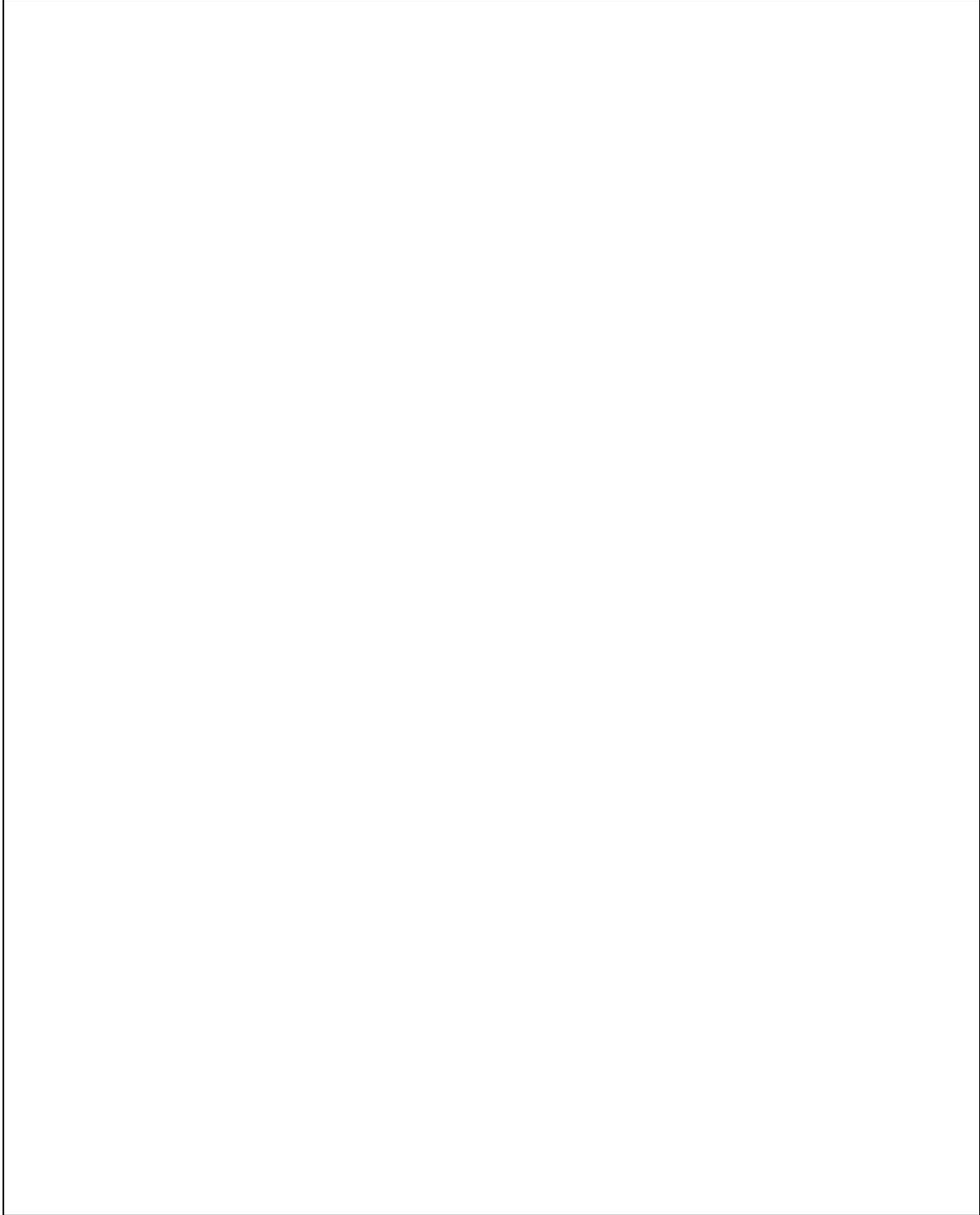
Use a bulleted list to clearly and concisely present the nominee's achievements and involvement. Describe the nature and impact of the nominee's involvement and the scale of their achievements, and how they demonstrated leadership and dedication. Describe the nominee's key role in implementing new initiatives, and/or improving the profession's models and practices that have had a positive impact for the profession. (Max 900 words total)

Major achievements: (Please match the numbers to those above)



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
PRINCE EDWARD ISLAND



Part 3 Community Service

Volunteer Contribution to Community, Charitable or Other Not-For-Profit Organizations

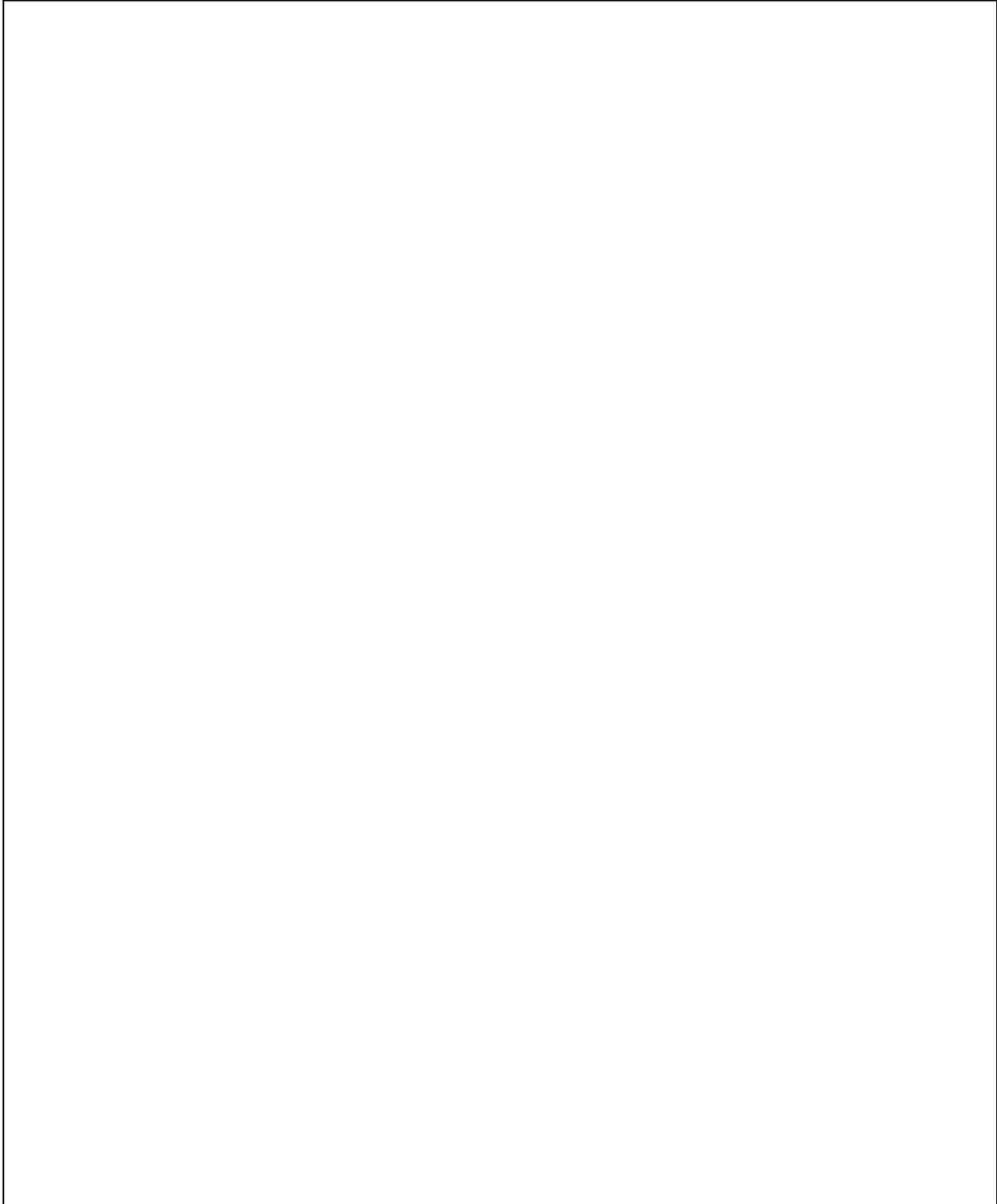
Under this heading, list the nominee's most important volunteer activities with community, charitable or other not-for-profit organizations, beginning with the most recent

No.	Organization	Position	Years: from/to
1.			
2.			
3.			
4.			

Achievements during involvement with these organizations

Use a bulleted list to clearly and concisely present the nominee's achievements and involvement. Describe the nature and impact of the nominee's involvement and the scale of their achievements within the non-profit organization(s), and how they demonstrated leadership and dedication. Describe the nominee's key role in implementing new initiatives, and/or improving the organization's models and practices that have had a positive impact for the organizations they have supported. (Max 900 words total)

Major achievements: (Please match the numbers to those above)



Part 4 Supporting Documents (maximum 10 pages)

This section should include letters of support attesting to the candidate's achievements. The number of letters is not important; however the quality of endorsements is key. The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather, they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the profession or the community.
2. The details of the nominee's involvement with the profession, including:
 - The role of the nominee
e.g., "Mary was the Chair of the Anytown Chapter for the past two years, having previously served on the chapter board as vice chair for two years and treasurer for two years in a legacy chapter. Before that, she also served as PD Chair and Education Chair in a legacy chapter."
 - Significant accomplishments
e.g., "Mary increased the number of social networking events by 50% in each of the last 3 years, with increased attendance and satisfaction for the events. She also introduced three community initiatives into the annual chapter plan, being a community clean up event, supporting the food bank twice a year, and putting a CPA team into the Ride to Conquer Cancer. The community initiatives resulted in 300 person-hours of volunteerism being provided by the Chapter into the local community."
 - The actions or duties the nominee took to achieve the accomplishment
e.g., "When she was Vice Chair, Mary connected with the community contacts to develop the plan to begin community volunteerism, and did all the legwork to launch the three community programs. As Chair, she is now mentoring a young CPA who has taken on a new role on the Chapter Board, as the Community Chair."
 - The time commitment, if applicable
e.g., "Mary has contributed over 120 hours for each of the last five years in the roles that she has taken on for the Anytown Chapter. In the past three years, when introducing the Community activities, she volunteered an additional 100 hours annually to launch those programs."
 - The impact of the nominee's work on the organization
e.g., "By increasing the social networking events, Mary has increased the participation in the chapter. By introducing the Community volunteerism events, she has increased the public profile of the Anytown Chapter through the public recognition of the CPA teams who participated."
3. The details of the nominee's involvement with a community organization, including:
 - The role of the nominee
e.g., "Joe was the Chair of the Anytown Hospital Foundation's Fundraising Committee."
 - Significant accomplishments
e.g., "Joe started two new innovative fund-raising annual events which raised \$350,000"
 - The actions or duties the nominee took to achieve the accomplishment
e.g., "In addition to being the lead participant of all fundraising events, Joe was a significant help in recruiting celebrity athletes, and sponsors. Joe also inspired others to volunteer and help with the events."
 - The time commitment, if applicable
e.g., "Joe contributed over 240 hours per campaign for each of the last five years."
 - The impact of the nominee's work on the organization
e.g., "To increase the fundraising reach, Joe worked with local media to profile the events and the value that Anytown Hospital Foundation contributes to the community. This not only increased the profile of the Foundation, but also resulting in the additional funding which was used to purchase two new vans every year for the past five years which has enabled the Foundation to help increase outpatient accessibility and purchase a portable ultrasound machine for the Hospital."

Additional support materials:

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

Part 5 Submitting a nomination file

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the CPAEI Awards Committee to fairly evaluate the nomination.

While the nomination file must be complete in itself, you should be aware that the CPAEI Awards Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

The recommendations of the CPAEI Awards Committee and the decision of the Board of Directors will primarily depend on the care taken to describe the member's achievements.

Once the CPAEI Board of Directors has approved the awards, the award winners will be contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

The nomination file must include:

- the duly completed nomination form and
- letters of recommendation and any other documents supporting the nomination (maximum 10 pages)

Please send the electronic file and supporting documents (in PDF format, do not ZIP the PDF) to CPAEI at info@cpapei.ca

Please ensure that you use the following subject line in your email: **Confidential, CPAEI Distinguished Service Award Nomination.**

Please contact CPAEI if electronic submission is not possible or if you do not receive confirmation that the file has been received.

All nomination files must be received by 4:00 pm, October 31st.