



<b>Institute Award</b>	
<b>Purpose</b>	To honour a Professional member or Retired member of CIFST for an outstanding contribution to the Institute.
<b>Eligibility Criteria</b>	The candidate must be a Professional member or a Retired member of CIFST, and must have worked diligently and long in maintaining and furthering the reputation and aims of the Institute, and whose efforts have stimulated others.
<b>Selection of Award Recipient</b>	An Awards Committee is struck each year. The Past President of the CIFST is appointed chair of the Awards Committee and is responsible for assembling a committee of four to six current CIFST members from different sections across the country. Members of the Awards Committee review the nomination documents prior to the selection meeting. An award recipient must receive majority support from all members of the Awards Committee.
<b>Nomination Procedure</b>	<p>Nominations for the Institute Award may be submitted by individual CIFST members or regional Sections of CIFST.</p> <p>Responsibilities of Nominator:</p> <ul style="list-style-type: none"> <li>• Contact Nominee well before nomination deadline to inform candidate that a nomination document is being prepared.</li> <li>• Fill in nomination form and assemble required supporting documents.</li> <li>• Submit nomination form and required supporting documents to the Executive Director of the CIFST by the deadline indicated on the CIFST website.</li> </ul> <p><i>Note: Support from the Section's Executive will strengthen the nomination.</i></p> <p>Responsibilities of Nominee:</p> <ul style="list-style-type: none"> <li>• Approve request to be nominated for the Institute Award.</li> <li>• Supply required information as described below.</li> </ul>

<b>Nomination Form - Institute Award</b>	
<b>Full Name of Nominee</b>	
<b>Title</b>	
<b>Employer</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Educational Background of Nominee</b>	
<b>No. of years as a Professional CIFST member</b>	
<b>Positions held on Section Executives and Years of Service</b>	
<b>Positions held on National Executive, National Committees and Years of Service</b>	



<p><b>Description of Candidate's Accomplishments</b></p>	<p>The nomination should include:</p> <ul style="list-style-type: none"> <li>• A carefully written statement by the nominator highlighting the candidate's merits for selection of the Institute Award.</li> <li>• A curriculum vitae of the candidate including reference to important accomplishments and service to the institute.</li> </ul> <p>Brief letters of support from others, referring to the award eligibility criteria, will strengthen the nomination.</p> <p>Nominations should be consistent with a fair description of the candidate's career and accomplishments.</p>
<p><b>CONTACT INFORMATION OF NOMINATOR</b> (must be a current CIFST member)</p>	
<p>Full Name</p>	
<p>Title</p>	
<p>Business Address</p>	
<p>Telephone</p>	
<p>Email</p>	

*Please complete the form above and attach further documentation as necessary.*