

B1005 – OUTSTANDING ALUMNI AWARDS
SELECTION PROCEDURES

1. Outstanding Alumni Selection – Procedures

1.1 Nominations:

- a. Nominations for the Outstanding Alumni Awards will be reviewed by the Outstanding Alumni Awards Selection Committee with the following representative composition:
 - Faculty
 - Athletics
 - Student Services
 - Continuing Studies
 - International Education
 - College Advancement
- b. Nominations for Outstanding Alumni Awards may be submitted by any member of the Langara College community and/or the general public
- c. Nominations shall be submitted in writing or online and include the following:
 1. Name of the candidate
 2. Brief statement outlining why the nominee should be considered for the award
 3. Name and contact information of the nominator
- d. Nominations will be accepted through the year
- e. Nominations must be received no later than March 1st to be considered for that year's award
- f. Nominations will be kept on file and brought forward for consideration for two years after the original submission date
- g. Nominators will be responsible for updating any supporting information as appropriate

1.2 Selection:

- a. Langara College will recognize a minimum of two Outstanding Alumni each year
- b. Alumni Relations staff will be responsible for organizing all eligible nominations for that year; forwarding the nominations to the Selection Committee; and assisting in the execution of the Awards ceremony
- c. The Selection Committee will call a meeting as soon as possible after April 1st to review eligible nominations
- d. Deliberation of the Committee will take place in camera and Committee members will treat all discussions as confidential

- e. The Committee will consider the nominations in accordance with the policy criteria and forward their recommendations to the Senior Leadership Team
- f. Senior Leadership Team will review the recommendations of the Committee and inform the Selection Committee

1.3 Award Presentation and Notification Process

- a. Selection Committee will confirm nominee's acceptance of the award
- b. Type of award presentation and notification will be decided on by the Outstanding Alumni Award Selection Committee
- c. Nominees will be required to sign a media release form accepting that their name, photo and credentials may be published in various media prior to and after the event
- d. Candidate(s) selected will have their award formally conferred at the annual Langara Outstanding Alumni Awards event
- e. Candidate(s) selected to receive the Outstanding Alumni Awards will attend the awards presentation to receive the award (except under extraordinary circumstances, such as unexpected emergencies or illness)
- f. The College will not provide travel allowance/honorariums for award recipients to attend the ceremony (except under extraordinary circumstances)