TERMS AND CONDITIONS OF AWARD

OVC Alumni Association Alumni Volunteer Award

Therefore the following conditions and terms are established to govern the award:

1. Alumni Award

2. Type of Award (annual amount if applicable): Annual Award with recognition only. No funds will be distributed.

3. Eligibility: Nominees must be graduates of OVC holding a DVM, MSc, MPH, DVSc or PhD degree. Honorary degree holders or Honorary Members of the OVC AA are not eligible for OVC AA alumni awards. No award can be given more than once to the same recipient. Being named a recipient of one OVC AA alumni award does not exclude that individual for future consideration of a different alumni award.

4. Selection criteria: An OVC graduates who have volunteered their time within the college, community, a veterinary organization, nationally and/or internationally and brings honour and recognition to the OVC.

5. Any other conditions: Nominees must be in good standing with the college and who has not had their membership to the OVC AA terminated due conduct unbecoming to the Association. Nominees must be living at the time their nomination is made.

6. Method of Application: Nominations may arise from OVC alumni, immediate family of OVC alumni, colleagues or employees of the nominee or employees within the various academic departments of OVC and the Office of the Dean. Current OVC AA Board Directors cannot be the primary nominator of an award nominee. Directors are eligible to provide letters of support for a nominee should they be asked.
In the case the nominee is not named to the award in the year they are nominated, their nomination package will be considered for the same award the following year.

Individuals making the nomination must provide an overall statement of recommendation (maximum 3 pages), containing any pertinent information. The statement must accompany the nomination form and include names of people who have first-hand knowledge of the nominee’s accomplishments (maximum 5 letters of recommendation no more than 1 page long).

7. **Selection Committee:** Nomination packages will be provided to all members of the OVCAA Board of Directors with full voting privileges after the deadline for award nominations are closed.

Award recipients will be selected by tallying the votes for the nominees of each award at the first meeting of the Board of Directors of the OVC AA after the deadline for award nominations are closed. A motion will be put to the Board to accept the naming of each award recipient. The motion will require a seconder and be open for discussion prior to putting the motion to a vote. If a 2/3 majority of the Board accepts the motion the award will be granted. Board members unable to attend the meeting in person may cast their vote over the phone or by e-mail.

The award recipient will be notified by the OVC AA President and/or the OVC Alumni Advancement Manager.

8. **Date of Initial Presentation:** 2009

9. **Arrangements for Presentation:** The award will be presented at the OVC AA Annual General Meeting each year. Should the recipient be unable to attend the AGM, alternative arrangements will be made to present the award to the recipient.

Award recipients will be named in OVC AA publications and listed on the OVC website, OVC AA website and college bulletin board.

Travel for the award recipient to the AGM will not be provided by the OVC AA, UGAA or the OVC.