



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, 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. 500 words total)

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

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 500 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 ABC Committee for the past two years, having previously served as vice chair for two years and treasurer for two years. Before that, she also served as PD Chair and Education Chair."
 - 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 the following three community initiatives: a community clean up event, supporting the food bank twice a year, and putting a CPA NWT/NU team into the Ride to Conquer Cancer. The community initiatives resulted in 300 person-hours of volunteerism being provided for 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."
 - 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. 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 community. Also, by introducing the Community volunteerism events, she has increased the public profile of the CPA body."
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 Recognition and Awards Committee to fairly evaluate the nomination.

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

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

Once the Recognition and Awards Committee 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 the CPA NWT/NU Executive Director, Denise Grey, at: admin@cpa-nwt-nu.org

Please ensure that you use the following subject line in your email: **Confidential, CPA NWT/NU Distinguished Service Recognition Nomination.**

Please contact the Executive Director if electronic submission is not possible or you have other admin issues.