



## Nomination Application for

### **Early Achievement Award**

Recognition for outstanding professional achievement, contribution to the accounting profession, and community service during the first ten years as a CPA.

OR

### **Distinguished Service Award**

Recognition for providing exceptional service by the CPAs or CPA supporters to the accounting profession, community, or charitable organization.

This application form is to nominate a candidate for either of the two awards. Only one nomination per application will be accepted. Should you wish to nominate a candidate for both awards, two applications will be required.

Non-members are encouraged to nominate suitable CPA candidates for contributions to their organization, charitable work in the community, or other not-for-profit organization work.

Please send the electronic file and supporting documents (in PDF format, do not ZIP the PDF) to the CPA Executive Director, Denise Grey, at [admin@cpa-nwt-nu.org](mailto:admin@cpa-nwt-nu.org)

Please use your email's subject line: **Confidential, CPA NWT/NU Nomination Application.**

Don't hesitate to contact the CPA Executive Director if electronic submission is impossible or you have other admin issues.



**Section 1 — Candidate Nomination**

We are nominating \_\_\_\_\_ for the \_\_\_\_\_ recognition by the NWT/NU CPA's. We confirm that:

- We have personally known the candidate for over five years
- The application and the supporting documentation are complete, and its information is accurate and sufficient to allow the Awards and Recognition Committee to evaluate the nomination fairly.
- The Awards and Recognition Committee reserves the right to have the main facts in support of a nomination validated by an outside source.
- We have not discussed the application with the nominee. We understand the Executive Director will contact us once the Awards and Recognition Committee has assessed the application.
- We are residents of NWT/NU.

Signed by:			
Full Name:			
Address:			
Community:	Territory:	Postal Code	
Email Address:			
Telephone:			

Signed by:			
Full Name:			
Address:			
Community:	Territory:	Postal Code	
Email Address:			
Telephone:			



**Section 2: Information on career, CPA profession, and Community Service**

**A. Nominee’s Professional Work Experience**

Describe the candidate’s career, beginning with the current position. Alternatively, you can attach a current resume.

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

**B. CPA Profession Contribution (Board, Committees or Other Initiatives)**

List the nominee’s most important volunteer activities with the CPA profession, beginning with the most recent/important. Alternatively, you can attach a list of contributions over the years.

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

**C. Community Service**

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

List the nominee’s most important volunteer activities with the community, charitable or other not-for-profit organizations, beginning with the most recent.

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

### Section 3 – Major Achievements (to the profession/community service as applicable)

Use a bulleted list to describe the candidate’s achievements and involvement clearly and concisely. Please describe the nature and impact of the candidate’s involvement, the scale of their accomplishments, and how they demonstrate leadership and dedication. Describe the candidate’s key role in implementing new initiatives or improving the organization’s models and practices that have positively impacted the organizations they have supported. (Maximum of 400 words)

Some **examples** are:

1. 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 the last three years, with increased attendance and satisfaction. She also introduced 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 contributed over 120 hours annually for the last five years in the roles 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 participation in the community. Also, by introducing the Community volunteerism events, she has increased the public profile of the CPA body.”
2. 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 fundraising annual events which raised \$350,000.”
  - The actions or duties the nominee took to achieve the achievement  
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 the last five years.”

The impact of the nominee’s work on the organization

#### Additional support materials:

Any letters of support should present evidence of the candidate’s leadership ability or the exceptional nature of their performance. Any emails, media clippings or publications can also be submitted, and these items can reflect the exact details as above or complement the information provided. The candidate’s social media profile, such as LinkedIn, showcasing the candidate’s professional profile should be referenced.