

## PROCEDURE

### LONG-TERM SERVICE AWARD

#### 1. Objective

The **Long-Term Service Award** recognizes a member of the Canadian Institute of Public Health Inspectors (Alberta Branch) who has been in the field of Environmental Public Health (EPH) in Alberta, Northwest Territories or Nunavut for at least ten years from the date stated on the nominee's Certificate in Public Health Inspection (Canada). The award is given to a member of CIPHI (Alberta Branch) who, in the opinion of his or her colleagues, has shown tireless dedication in protecting and promoting public health through the performance of the routine professional duties as a frontline Environmental Public Health Professional.

#### 2. Eligibility and Criteria

In order to be nominated the following criteria must be satisfied:

- The nominee must be a member in good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch).
- The nomination must be made and seconded by individuals who are members in good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch).
- Completion of the nomination form.
- A narrative of no more than 500 words outlining the accomplishments and contributions of the nominee must be completed and attached with the nomination form.
- Members of the Alberta Branch Executive are not eligible for nomination.

#### 3. Application

The Nomination Form and all supporting documentation must be submitted by one of the following methods:

- Via regular post (must be postmarked no later than January 31) to:

CIPHI Alberta  
PO Box 1674, Drumheller, Alberta T0J 0Y0

- Via e-mail (must be received no later than 11:59pm, January 31) to:

branch@ciphi.ab.ca

#### 4. General Policy

- All documentation will be reviewed by the Branch Executive to ensure the information meets the criteria outlined in Article 2. For nominations that are deemed complete, they will be assessed for merit and documented evidence. Based on such assessment, a decision will be made by the Branch Executive.
  - Those Branch Executive members who have had contact with the nominee and that may have a conflict of interest arising from such contact shall inform the Branch President in writing and excuse themselves from this award selection process
- Only one award recipient will be chosen by the Branch Executive for each calendar year.
- The recipient's name may be posted on the CIPHI Alberta Branch Website and printed in the *Alberta Branch Newsletter* to inform the membership.
- The Branch Executive will review, assess, and modify this award as necessary to reflect the philosophy and best interests of the Association and its' membership.

#### 5. Award Presentation Details

The following wording is to be engraved on the award that is given to the recipient:

Long-Term Service Award
Year of Presentation (e.g. 2010)
Name of Recipient (e.g. Jane Doe)
For tireless dedication in protecting and promoting public health



**NOMINATION FORM**

**LONG-TERM SERVICE AWARD**

The **Long-Term Service Award** is presented to a member of CIPHI (Alberta Branch) in recognition of his or her dedication to the field of Environmental Public Health through the performance of the routine day-to-day duties as a frontline Environmental Public Health Professional.

The nominee must be a member in good standing of CIPHI, and the nomination must be made and seconded by individuals who are also members in good standing of CIPHI. A narrative of no more than 500 words, outlining the accomplishments and contributions of the nominee, must accompany the nomination form.

The nomination form and supporting information must be forwarded by January 31 using one of the following methods:

**Regular Post**

CIPHI Alberta Branch  
PO Box 1674, Drumheller, Alberta T0J 0Y0

**Email**

branch@ciphi.ab.ca

**Please Print**

Name of Nominee		
Address		
City/Town	Province/Territory	Postal Code
Name of Nominator	Signature	
Name of Seconder	Signature	

**For Office Use Only**

Date Documentation Received (dd/mm/yyyy):

\_\_\_\_\_

Reviewed by:

\_\_\_\_\_

Documentation Received:

- Nomination Form
- Narrative

Status Check:

	Member (y/n)
Nominee	
Nominator	
Seconder	

Revised 14-Nov-2012

