

Nomination guidelines

- At least one award nominator must hold a SRNA practicing membership. The second nominator may hold a SRNA graduate nurse, non-practicing or life membership.
- The nominee will be considered only for the award in which they are nominated for.
- Only one award can be granted in each Millennium award category, except in the event of a tie as determined by the Membership Advisory Committee.
- Members of SRNA Council, for the duration of their term in office and SRNA staff, for the duration of their employment with the SRNA, cannot be nominated for a SRNA Award or nominate or provide a letter of support for a member or non-member.
- **Please photocopy the nomination forms in this booklet for the award submission.**

Nomination deadline

A mailed, faxed or electronic copy (with signatures) of the submission must be received at the SRNA office **before 4:30 pm on February 1. Incomplete or late submissions will not be considered.** Submissions received after the deadline will be asked to resubmit the following year.

Selection and notification process

The SRNA Membership Advisory Committee (MAC) consists of 4 RNs and 1 public representative. This committee will review the submissions based on the criteria established for each award and choose the award recipients. The SRNA Life and Honorary Award candidates are granted by Council. The candidate and one nominator are notified of the award results by the SRNA.

Awards Presentation and expense coverage

Award recipients are honored at the SRNA Annual Member Recognition Awards Banquet and Ceremony held in conjunction with the SRNA Annual Meeting in May.

- Life Membership entitles the recipient without payment of fees, to vote and hold office at the membership unit level, to be appointed to committees at the provincial level, to participate in the annual meeting of the association and to receive the SRNA Newsbulletin and the Canadian Nurses Association Journal (*SRNA Bylaws 2006*). Life member recipients receive an award, are provided two banquet tickets, hotel room coverage and travel expenses to attend the awards banquet and ceremony.
- Honorary award recipients receive an awards certificate, are provided two banquet tickets, hotel room coverage and travel expenses to attend the awards banquet and ceremony.
- One banquet ticket will be issued to a family member of the SRNA Memorial Book inductee to attend the awards banquet and ceremony.
- Millennium and Mentorship award recipients will be issued two banquet tickets to attend the awards banquet and ceremony.



Award Announcements

- All award nominees will be announced at the SRNA Annual Member Recognition Awards Banquet and Ceremony.
- All award recipients will be published in SRNA publications, website and in provincial media.

Completed submissions should be sent to:

SRNA Awards Selection Committee

2066 Retallack Street, Regina SK S4T 7X5

Fax: 1-306-359-0183 or email: Barb Fitz-Gerald, RN at bfitz-gerald@srna.org

Nomination Checklist

All award nominations must include the following items in the submission:

- Nomination form that is complete and signed by the nominee and the nominators (no substitute signatures).
- Cover letter written by one of the nominators (1 page).
- Submissions are typed and double spaced (except for biographical information and letters).
- Biographical information (1-2 pages, single spaced).
- A description of how the individual meets the criteria for award (**within the page or word allotment as specified for each award**). Additional pages will not be considered by the Membership Advisory Committee.
- Two letters of support (1 page each) that are signed by the writer; or 1 letter of support (1 page) that is signed by the writer and 1 page of supporting information, e.g. newspaper article, awards etc. More than 2 letters will not be considered by the Membership Advisory Committee.
- Keep a copy of the submission for your files.
- Send nomination package by email, fax or mail that is received by the SRNA office by 4:30 pm on February 1.