



RTANL Biennial Award for Service

Guidelines for Nominating Candidates:

1. **Nominee** should be a **Member** of the Retired Teachers' Association of Newfoundland and Labrador and **reside within the Province**.
2. Volunteer activities must be related to **involvement in this Association**.
3. Nominations must be received **no later than May 30th** of each BGM year.

Instructions for Completing Nomination Form:

1. Complete **both pages** of the attached Nomination Form.
2. Mail the Nomination Form to:
Chairperson
RTANL Biennial Award Committee
NLTA Building
3 Kenmount Road
St. John's, NL A1B 1W1

The Selection Process:

1. The **Biennial Award Committee** (three (3) members of Provincial Executive) will receive and record all submitted nominations.
2. A **Selection Committee**, consisting of three (3) members, shall be from **one (1) division** (as appointed by the President) and shall be done on a **rotational basis** (as determined by the President). The Division President or designate shall be Chairperson of the Selection Committee and shall appoint two (2) members, **other than** those serving on Division Executive, to make up the remainder of that committee, who shall, by examination of the information on page 2 of the Nomination Form, determine the **Recipient** of the Award.
3. To avoid the possibility of any bias or conflict of interest, the **Award Committee** will assign a **number** to each Nominee, and will forward **only page 2** of Nomination Form (containing the **number**) to the **Selection Committee**.
4. The Selection Committee will communicate its decision to the Award Committee Chairperson by September 15th, and will return all Forms to the Chairperson.
5. The RTANL Biennial Award for Service **Plaque**, engraved with the name of the recipient, will be presented **at the BGM**.
6. The Recipient's **name** will also be added to this Award's **Permanent Plaque** that is on display in the NLTA Building, St. John's.

The Retired Teachers' Association of Newfoundland and Labrador
Biennial Award for Service
Nomination Form

Date of Nomination: _____

About the Nominee:

Nominee's Name (*in full*): _____

Maiden Name (*if applicable*): _____

Complete Address: _____

Home Telephone Number: _____

Number of Years Teaching: _____

The Nominator(s):

Name(s): _____

Home Telephone Number(s): _____

Please Note: Approval for submission must be given by the nominee.

**Nominee's volunteer activities and number of years of involvement
are to be given on page 2 of the Nomination Form.**



RTANL Biennial Award for Service Nomination Form (page 2)

Reminder: Please do not write the nominee's name or division on this form.

Details of the Nominee's involvement in (a) Retired Teachers' Association of Newfoundland & Labrador and (b) Retired Teachers' Foundation.

Position(s) held with the Provincial Executive, Divisions, Regionals and/or Retired Teachers' Foundation.

Please give **the number of years of involvement** for each volunteer activity listed.

Position	Division	Provincial	Foundation
A. President			
B. Vice-President			
C. Secretary			
D. Treasurer			
E. Committee Member			

Any other RTANL involvement: _____

(if more space is required, please attach a separate sheet to form)