

## **“IN APPRECIATION” AWARD PROCESS**

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### **Who can nominate?**

Nominations may be submitted by individual Trustees or by any interested party.

### **How do I nominate an individual?**

After you have read the above criteria and you believe that your nominee fits those criteria then nominations are to be submitted, in writing, to the Board of Trustees by the end of February of each year. Nomination forms may be picked up at the River East Transcona School Division Board Office, 589 Roch Street, or off the web site at [www.retsd.mb.ca](http://www.retsd.mb.ca). You will be required to provide as much information as possible describing why you believe your nominee is the best candidate for this award. Please see the attached form for details.

### **What happens once I have nominated that individual?**

The Board of Trustees of the River East Transcona School Division will strike a selection committee that will sit during the month of March. This selection committee is comprised of up to four Trustees and a designate from the Superintendent’s Department. A Trustee making a nomination may not sit on the selection committee and will refrain from voting on the recommendation from the ad hoc committee. The selection committee will render its decision and bring forth a recommendation to the Board of Trustees prior to the end of March.

All nominators will receive acknowledgement of receipt of their nomination and will be informed of the final decision of the Board of Trustees.

Effective Date: March 21, 2023                      Review Date:  
Amended Date:  
Board Motion(s): 66/23  
Legal/Cross Reference: