



**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**DISTINGUISHED ALUMNI AWARDS  
PROCEDURE**

Approved at November 28,2023  
Regular Board Meeting

## **PURPOSE**

This procedure outlines the process for administering the Distinguished Alumni Awards. The goal of the awards campaign is to promote the York Catholic District School Board and, by extension, to promote Catholic education in Ontario by publicizing the exceptional work of YCDSB graduates.

## **1. APPLICATION**

Beginning in 2005, the York Catholic District School Board has selected deserving alumni and paid tribute to them through its Distinguished Alumni Awards campaign. Distinguished Alumni are chosen because they are making valuable and unique contributions in their respective fields, industries and communities. The campaign runs in conjunction with the Board's celebration of Catholic Education Week, which is usually held in the first full week of May.

## **2. RESPONSIBILITIES**

### **2.1 Director of Education**

- 2.1.1 Allocate staff and resources to support the Distinguished Alumni Awards Campaign.
- 2.1.2 Convene a selection committee comprised of:
  - 2.1.2.1 Director of Education
  - 2.1.2.2 Two Trustees
  - 2.1.2.3 Student TrusteeHREA and/or other member of the Senior Strategic Leadership Team.
- 2.1.3 Ensure that no member serves a term of more than two (2) years on the selection committee, with the exception of the Director of Education and the HREA.
- 2.1.4 Provide a Distinguished Alumni Award Recipient Report to the Board for information.

### **2.2 Associate Director of Education**

- 2.2.1 Invite nominations.
- 2.2.2 Establish a nomination deadline.
- 2.2.3 Ensure candidate suitability and good standing.
- 2.2.4 Present a nomination list to the selection committee for their consideration.

### **2.3 Selection Committee**

- 2.3.2 Adhere to the nomination criteria and selection guidelines;
- 2.3.3 Review nominations and select five (5) recipients; and
- 2.3.4 Provide a list of recommended recipients to the Director of Education to be reported in the Distinguished Alumni Award Recipient Report.

### **2.4 Corporate Communications**

- 2.4.2 Announce the call for nominations using both internal and external promotional materials/vehicles with the goal of reaching individuals throughout York Region.
- 2.4.3 Design and distribute the nomination form.
- 2.4.4 Collect nomination forms.
- 2.4.5 Review nomination forms for completeness and make attempts to contact nominators to advise of any deficiencies in advance of the deadline for submission.
- 2.4.6 Conduct accuracy check of information on nomination forms before providing list to Selection Committee (i.e. Google search, etc.)
- 2.4.7 Coordinate publicity for the Distinguished Alumni Awards, which may include purchasing space in external media outlets.
- 2.4.8 Communications Manager will tally the Selection Committee ballots and communicate results to Selection Committee members.
- 2.4.9 Verify accuracy of information submitted for five nominees chosen by Selection Committee prior to finalizing eligibility.

- 2.4.10 Write bios for five selected nominees - interview, write, edit to fit word counts for poster, etc.
- 2.4.11 Work with external graphic designer and printing company to produce poster and other promotional materials.

### **3. NOMINATION CRITERIA**

To be eligible for nomination:

- 3.1 The candidate must have made a significant contribution to their field, industry and/or community and must be an inspiration to others. The candidate must also reflect in practice one or more of the Catholic Graduate Expectations. In addition, the graduate will have demonstrated creative and critical thinking skills and integrated Catholic Values into their daily lives, as a socially responsible global citizen.
- 3.2 The candidate must have been working in their field or industry for a minimum of two (2) years.
- 3.3 The candidate did attend and graduate from a YCDSB secondary school. The committee may also consider a student who did not graduate from a YCDSB secondary school but spent the majority of their formative years with YCDSB and continues to support the mission of YCDSB.
- 3.4 Where a candidate is either a current or retired member of YCDSB staff, the candidate may only be recognized or nominated for contributions that were made outside of their regular duties as YCDSB staff.

### **4. SELECTION PROCESS**

Please find the selection rubric that will be used to score the candidates.

- 4.1 The Selection Committee shall make every effort to ensure that the candidate list is inclusive and contains nominees representing a broad array of sectors and lived experiences. The Selection Committee may reject a candidate list that does not meet this goal and request that additional measures are taken (i.e. extending the deadline, placing the call for nominations in non-traditional media) to provide a more inclusive list.
- 4.2 Nominations are valid only for the year submitted. Nominators must re-submit for consideration in any future year.
- 4.3 Selection Committee members will be provided with all nominations and given approximately two weeks to review them in early March.
- 4.4 By secret ballot, each selection committee member will list the five nominees they support in order of preference.
- 4.5 Ballots will be tallied by the Communications Manager and results will be communicated to the Selection Committee.
- 4.6 If it is unclear whether there are five (5) top nominees, the Selection Committee will convene to discuss the results and a second secret ballot will be run.
- 4.7 The process will repeat until the front-runners have been identified.

## SELECTION RUBRIC

Rubric Criteria	Level 1	Level 2	Level 3	Level 4
The candidate has made a significant contribution to their field, industry and/or community and must be an inspiration to others.				
The candidate must also reflect in practice one or more of the Catholic Graduate Expectations.				
The graduate will have demonstrated creative and critical thinking skills and integrated Catholic Values into their daily lives, as a socially responsible global citizen.				
The candidate has distinguished themselves in their field as a leader.				

## 5. KEY DATES

November/December	Campaign Launch
Mid-January	Deadline for nominations
Late-January	Selection Committee work complete Award recipients selected
April	Promotional materials distributed internally Media Release