**I. Intent**

1. Awarded annually to an individual demonstrating a high level of excellence in their job which is closely associated with enhancing the quality of laboratory animal research at their institution
2. Unique award honoring those individuals who perform work preserving and/or enhancing the quality of life of research animals.
3. The award will consist of a plaque presented at the Michigan Branch AALAS annual banquet and a $100.00 honorarium.

**II. Eligibility**

1. The nominee may be a Michigan Branch AALAS Member or non-member. *(Non-members will receive a plaque and a two-year membership).*
2. The nominee should be someone who has excelled indirectly in a research discipline associated with laboratory animal science. Examples of job functions may include, necropsy staff, quality assurance auditors, animal enrichment support staff, laboratory animal science administrative support staff, animal research compliance, IACUC staff, facilities staff, etc.
3. The nominee cannot be currently responsible for animals within their job function and may or may not be certified at one of the AALAS levels
4. If no nominee is deemed sufficiently qualified by the judges, no award will be given

**III. Criteria**

1. Day-to-day job performance, contributing to the smooth operation of the unit.
2. Contribution to AALAS, specifically at the branch level.
3. Benefits to the facility of employment.
4. Participation in additional programs, such as public service, outside AALAS.
5. AALAS certification at ALAT, LAT, LATG level (not required).
6. Additional certifications or awards earned, or pertinent education received.

**IV. Nomination Packet Format**

1. Nomination form completed supporting how the nominee fits the criteria listed above.
2. Letters of endorsement, a maximum of three, preferably from the nominee's supervisor; endorsement letter should be limited to two typed pages, double spaced.
3. Proof of AALAS or other certification, if appropriate, a copy of the certificate is acceptable.

 **V. Nomination Packet Submission & Deadline**

1. The Michigan Branch AALAS Technician Affairs Committee (TAC) Chair will set the deadline for submissions annually.
2. The TAC Chair may choose to extend the deadline to increase participation in the awards programs.
3. Nomination packets must be mailed or emailed directly to the Michigan Branch AALAS Treasurer or appointee of the treasurer.
4. Nominees that do not meet the eligibility requirements outlined above will not be considered for an award.

**NOMINATION FORM COVER SHEET**

* Please write a nomination that touches on all the Criteria listed in section (III) of this packet.
* Ensure you provide a detailed description of the nominee’s performance. How does this employee go above and beyond the expected job performance?
* List any proficiencies, contributions, or accomplishments of the nominee (this may include continuing education, AALAS participation at state, district and national levels):
* Please summarize why you believe this person should be considered for this award (i.e. character of the nominee, personal interests in the field, support and benefit this individual has given to lab animal science). You may include up to two letters of support.

|  |  |
| --- | --- |
| **Name of Nominee:** |  |
| **Nominee E-Mail:** |  |
| **Company/ Institution:** |  |
|  |  |
| **Name of Nominator:** |  |
| **Nominator E-Mail:** |  |
| *In the event that your nominee wins, you will have the option of presenting his/her award at the banquet.*  |