**I. Intent**

1. To promote the sharing of skills and knowledge with fellow colleagues. Awarded annually
2. The award will consist of a plaque presented at the Michigan Branch AALAS annual banquet and a $200.00 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 have significant dedication to sharing skills and knowledge or promoting the sharing of skills and knowledge with fellow colleagues.
3. If no nominee is deemed sufficiently qualified by the judges, no award will be given.

**III. Criteria**

1. Benefit to nominee's institution or peers as a result of their dedication to share skills and knowledge. **(20 Points)**
2. Contribution to AALAS at multiple levels. **(15 points)**
3. Participation in outside activities, such as public service, education programs, etc. **(15 Points)**

**IV. Nomination Packet Format – Must be met for consideration**

1. Nomination form completed supporting how the nominee fits the criteria listed above. **(25 Points)**
2. One letter of endorsement from the nominee's supervisor and one additional support letter required; endorsement letters should be limited to two typed pages, double spaced. **(25 Points)**

**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.* | |