

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 1	DIRECTIVE NO. A9
	ORIGINATOR Public Relations, Communications, Alumni & Development Office	
	APPROVED BY President's Executive Committee	
TITLE CERTIFICATE OF APPRECIATION	EFFECTIVE DATE 2001.08.21	REPLACES 1997.12.01

POLICY

Official Certificates of Appreciation bearing the presidential seal and signature are awarded to those individuals and groups who have made a significant contribution to the staff or students of Algonquin College.

Departments wishing to honour individuals whom they feel deserve some recognition (but not necessarily a Presidential Certificate of Appreciation) may wish to reward them by a thank you letter, a small College gift, a lunch in the Restaurant International or other suitable means. No other certificates of appreciation are to be created other than the official certificate bearing the presidential seal and signature.

CRITERIA

Any person or group, **not in receipt of remuneration** from the College, who has made an outstanding contribution of time, effort and/or gift (money or kind) to Algonquin College, is eligible to receive a Certificate Appreciation.

PROCEDURES

1. College employees and Members of the Board of Governors may nominate an individual or group to receive a Certificate of Appreciation.
2. Nominations are to be addressed to the President, with the support of the most appropriate Vice President. Such nominations should include a rationale.
3. The President's Office will inform the Public Relations, Communications, Alumni and Development Office in order that a Certificate may be prepared for the signature of the President.
4. Certificates will be framed and presented to the recipient(s) in a manner befitting the extent and nature of the contribution.

_____ *(original signed by)*

President