

## 3.5

# Recognition

## Policy

The fulfillment of a commitment and the quality of the work are better basis for volunteer recognition than the number of hours served. Above all, recognition must be real, not superficial. It must be earned, not automatic.

The Awards Criteria Binder describes the criteria for the following awards:

- Fundraising Excellence award
- Volunteer Excellence award
- Organization/Corporate Excellence award
- Outstanding Community Project award
- Outstanding Youth Award
- Certificate of Appreciation
- Top Fundraiser
  - Super cities Walks – Ottawa and Kanata
  - Residential
  - MS 150K Bike Tour
  - MS Golf Challenge
- Merit Certificates
- Service Pins

The Awards Selection Committee will issue a call letter the first week of May to the Board of Directors, staff and membership inviting nominations for the annual awards program. The timeline for the Awards program is October to October.

Nominations must be received by the committee by June 1 so the committee can perform the review and render its decision by September 1st. The decision is then passed onto the Manager of Volunteer Resources, who will ensure the awards are made.

All recommendations/submissions for awards will be reviewed by the Awards Selection Committee, consisting of:

- a). Manager, Volunteer Resources (ex-officio member)

- b). Director, Volunteer Resources
- c). Member at Large from the Board of Directors
- d). Member from the Communications Committee

A quorum for the above committee would be three for recommendation and selection.

Awards will be presented on an annual basis at the Fall Awards Program.

## **Awards Criteria**

### **Volunteer, Fund Raising Excellence Awards, Organization/Corporate Awards, Community Awards and Youth Award**

Objective: To recognize an individual's or group's contribution and/or commitment that has had an outstanding positive influence in the advancement of the mission of the Multiple Sclerosis Society, Ottawa Chapter.

Criteria: At least 5 years of outstanding achievement with any event(s) or program(s) of the MS Society of Ottawa.

The person or group to have shown initiative, innovation or dedication that has resulted in an outstanding positive change in chapter programs/activities through volunteering or fund raising or moving the chapter forward in meeting of its strategic objectives.

### **Top Fund Raiser for Each Event**

Objective: To recognize an individual who has raised the most money in the event categories on an annual basis.

Criteria: Raise the highest amount of money in the event on an annual basis to foster the advancement of services and research in meeting the mission of the MS Society of Canada, Ottawa Chapter.

### **Volunteer Appreciation Award**

Objective: To recognize an individual's or group's contribution and/or commitment that has had a **considerable** positive influence in the advancement of the mission of the MS Society of Canada, Ottawa Chapter.

Criteria: At least three years involvement with any event(s) or program(s) of the MS Society of Canada, Ottawa Chapter.

The person or group will have shown initiative, innovation or dedication that has resulted in a considerable, positive influence on chapter program and/or activities.

## **Merit Award**

**Objective:** A Certificate of Merit shall be awarded to any person, group, or organization that has made a significant contribution by the impact on the ability of the Chapter to meet its goals and objectives.

**Criteria:** Contributes by continual involvement in one activity over the course of the year, by more intensive involvement over a shorter period, or by a lesser involvement in several Chapter activities. In the case of a group or organization, the total contribution of the group may be considered as though it were a single individual.

## **Service Pins**

**Objective:** To award service pins for 5, 10, 15 and 20 years of service.

**Criteria:** Service pins are awarded for cumulative service in five year segments. Recipients of service pins must have been actively involved with the society during the time span indicated by the award pin.

## **Award Design Criteria**

Awards should have the MS logo and reflect the name of the recipient, date, title of the award, and the achievement. The award is to be signed by both the Executive Director and the Chairperson of the Board of Directors.