**Nomination Procedure for**
**Strathcona-Tweedsmuir School's**
**Distinguished Alumni Award**

Strathcona-Tweedsmuir School wishes to recognize eminent alumni who have distinguished themselves through their outstanding contributions to the school, having stimulated new ideas or developments at STS, and having shown exceptional dedication, creativity or leadership. The Distinguished Alumni Award has been established by an anonymous benefactor, and will annually celebrate distinguished alumni, showcasing those who truly represent the spirit of STS – *Nil Nisi Optimum.*

***This honour is not necessarily awarded annually.***

**The Award**
The Strathcona-Tweedsmuir School Distinguished Alumni Award consists of a commemorative piece designating the recipient and the date of the presentation and a parchment tribute to the recipient.

**Guidelines for qualification of candidates**
Anyone who is an alumna or alumnus of Strathcona-Tweedsmuir School or one of its founding institutions is eligible, excluding any person who is on the staff of the school or who has attended the school within five years of the time of consideration. Alumni are those who have attended STS for one year or its equivalent. The Distinguished Alumni Award may not be bestowed posthumously.

The nomination material shall give evidence of the nominee's outstanding service to Strathcona-Tweedsmuir School. It shall attest to sustained commitment to the school, an exemplary level of leadership in the STS community, and exceptional dedication or creativity in furthering the mission of the institution.

**Awards Committee**
Nominations shall be reviewed, and the recipients chosen, by a committee chaired by the President of the Alumni Association, comprising of the Head of Community Relations, and the Head of School (or his/her designee).

**Nominations**
Nominations shall be made by sending two letters signed by members of the STS community, a proposer and a seconder, one of whom must be an alumnus/a of STS or its founding institutions, the other may be any member of the STS community including (but not restricted to) current and former students, faculty, staff, board members, and/or parents. Each nomination shall be accompanied by a citation of about one page setting out the nominee's qualifications for the award. Nominations shall be mailed or emailed to the Head of Community Relations at Strathcona-Tweedsmuir School.

**Process of selection**
The Head of Community Relations shall cause copies of nomination letters and citations to be distributed to members of the Awards Committee. The President of the Alumni Association, as chair of the committee, shall convey the decision of the committee, to the award recipient. The President of the Alumni Association shall subsequently notify nominees, their proposers and seconders. The decision of the committee shall be conclusive.

**The Number of Awards**
The number of awards given will not exceed two at any one presentation. The honour of the award must never be diminished by the frequency of its presentation. If, in the opinion of the Awards Committee, no nominee merits recommendation for the award in any given year, it is not compelled to make a recommendation.