



# Affiliate Service Award Guidelines

## **Award Description:**

Sharing their time, expertise and commitment, TESL Ontario affiliate volunteers make it possible for our members to connect in their local communities.

TESL Ontario and its affiliates are introducing the Affiliate Service Award to publically acknowledge the vital contributions of the volunteers who are instrumental in the success of their local TESL Ontario affiliate.

## **Nominee Overview:**

Acceptable nominees for the TESL London Affiliate Service Award include TESL London executive members and members of the affiliate who have contributed freely of their time and energy, exhibiting outstanding, consistent or long standing commitment to TESL London.

*\*TESL London wishes to recognize quality of volunteer service above quantity; candidates need not have served on the executive or through the affiliate for a specified number of hours. Instead, nominations will be based on the impact made on the community through volunteer service to TESL London.*

## **Nominee Qualifications:**

Successful candidates for the TESL London Affiliate Service Award must have:

- shown consistent, long standing or exceptional volunteer service, dedication and commitment to TESL London
- made noteworthy contributions to TESL London
- have contributed freely of their time, energy, skills and experience

## **Nomination Process:**

- Nominations for TESL London Affiliate Service Awards are to be made via submissions to the website at: [TESLLondon.org](http://TESLLondon.org).

- Nomination forms will include space for a short profile of the nominee (including full name and contact information), an outline of his or her contributions to TESL London, and a brief explanation as to why the nominee is deserving of the TESL London Affiliate Service Award.
- One award will be issued by TESL London each year.
- Successful candidates will be notified by email.
- Incomplete nominations will not be considered.

**Conflict of Interest:**

Please note that the Nomination and the Letter of Support cannot be provided by family members.

*\*\* Award recipients' names and biographies may be posted on the TESL Ontario and/or TESL London websites, as well as in TESL Ontario publications where appropriate.*



# Affiliate Service Award Nomination Evaluation

## **Guiding principles:**

In selecting successful candidates for the Volunteer Affiliate Service Award, TESL London judges are expected to adhere to standards of fairness, accuracy and integrity, in the expectation that all nominations will be considered without bias.

## **Impartiality:**

TESL London will make every effort in striving to avoid conflicts of interest in our selection process. The judging panel is comprised of four individuals who review each nomination. It is expected that a judge declare a conflict of interest and follow the conflict of interest procedure if they are closely acquainted with the nominee. This conflict of interest procedure requires that the nomination in question be scored by an alternate judge. (Alternate judges may be appointed executive members outside of the four usually held responsible for judging.)

## **Nomination Evaluation and Judging:**

- All nominations for the TESL London Affiliate Volunteer Service Award will be screened to ensure they meet all the criteria guidelines before being presented for final consideration.
- Incomplete nominations (those missing essential information pertaining to the nominee or outlining the nominee's contributions) will not be considered.
- A small team of appointed executive members will review the nominations each year; these members include the current president, past president, president elect, and the events chair.
- Nominations will also be evaluated on a scale from 1 to 10, as submissions must be detailed enough to assess nominees' suitability for the award and provide a sufficient profile of nominees' contributions and the extent of their impact on TESL London and community.
- In determining the final award recipient, consideration will be given to details provided in nominee submissions; preference will be given to those candidates who most closely match qualification descriptions as laid out in the Affiliate Service Award Guidelines.

- Nominees will **not** be selected on quantity of service to the affiliate, but rather on the quality and extent of their contributions to TESL London.
- Winners will be determined by majority vote among members of the judging panel.

**Conflict of Interest:**

Any personal or familial relationship between judges and nominees is considered a conflict of interest. As TESL London is an active and involved community of members, it is expected that affiliates may be acquainted with one another professionally.