2016 CPB Bookkeeper of the Year Award – Nomination Guide

Please submit your completed nomination by June 30th, 2016

Thank you for taking the time to submit a nomination of a deserving colleague for the 2016 CPB Bookkeeper of the Year Award. This nomination guide provides information that will help you assemble the documents required to submit a thorough nomination package - a vital component of a successful nomination.

There are two parts to this guide:
1. Criteria for a Nomination
2. Developing a Complete Nomination

Please read through this guide in its entirety. Should you then have any further questions concerning the process, please email awards@ipbc.ca.

Once your nomination is complete, please submit your package to awards@ipbc.ca. The email subject line must include “CPB Bookkeeper of the Year Award nomination”, together with the name of the individual being nominated. After the nomination deadline, you will receive an email confirming receipt of your nomination, which will also provide more details concerning the selection process.

Purpose and Creation
The CPB Bookkeeper of the Year Award was created to recognize a CPB who:

a) Can demonstrate that he or she upholds the standards and ideals of IPBC; and

b) Has achieved significant success and has made an outstanding contribution to his or her employer; and/or customers, and

c) Is an engaged and active member of IPBC, and

d) Has made a major contribution to their community through volunteer services (i.e. civic, political, charitable, professional, business or industry association).

Request for Nominations
Each year, at least one hundred and eighty (180) days before the Awards Ceremony, IPBC shall solicit from the IPBC membership, submissions of names of IPBC members who have rendered exemplary and outstanding past or present service to the bookkeeping movement and who should be considered worthy of being honored with the CPB Bookkeeper of the Year Award.
CRITERIA

a) Nominations for the IPBC CPB Bookkeeper of the Year Award may be submitted by any IPBC member or any employer or customer/client of an IPBC CPB.

b) The Nominee must be a CPB or CPB (Honorary) and be current with their Continuing Education Credits.

c) Current members of the IPBC Board of Directors, staff or employees are not eligible to be nominated for this award.

d) Previous Nominees are eligible to enter.

e) Previous winners are eligible to enter.

f) No self-nominations will be accepted.

g) Nominations must take the form of a letter detailing why the individual deserves to receive the Bookkeeper of the Year Award. The form should be filled out in its entirety and signed by the nominator. The form can be submitted before the rest of the supporting documents have been gathered, as it will serve as a notice of intention to submit the rest of the nomination package at a later date. (see last page of this document for nomination form)

h) After completing this form, you will be required to submit a complete nomination with all the supporting documentation no later than June 30, 2016.

i) The nomination should be submitted to the IPBC via email to awards@ipbc.ca. The email subject line must include “Bookkeeper of the Year Award nomination”, together with the name of the individual being nominated.

j) The letter of nomination must include the following basic information:
   - The name of the individual being nominated
   - Name of the person submitting the nomination

Additional documentation, such as letters from any person or persons willing to support the nomination (for example from fellow employees, clients, accountants etc.), are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately, the subject line must include the name of the individual being nominated and must state that it is supporting documentation for the Employed Bookkeeper of the Year Award.

k) IPBC will acknowledge receipt of each nomination and additional supporting information.

l) IPBC accepts no responsibility for any nomination or supporting information which is sent but not received.

m) All nominations and supporting documentation must be received by IPBC no later than midnight EST June 30th, 2016. The date and time recorded on the IPBC’s Inbox will be used as the date and time received, and late entries will not be accepted.

n) The Selection Committee’s decision will be final, and no correspondence will be entered into.
Institute of Professional Bookkeepers of Canada

Awards

SELECTION COMMITTEE
IPBC shall strike an Honors and Awards Selection Committee to select the recipient of the CPB Bookkeeper of the Year Award. The Committee will consist of three IPBC members whom are not members of the current board of directors.

SELECTION
The special Committee shall select the Nominee whom it considers suitable to be honored with the CPB Bookkeeper of the Year award.

ANNOUNCEMENT OF THE AWARD
The recipient of the CPB Bookkeeper of the Year Award will be announced at the annual IPBC Awards Ceremony.

MAXIMUM NUMBER OF APPOINTMENTS IN ANY ONE YEAR
No more than one (1) CPB Bookkeeper of the Year Award will be awarded in anyone year. A CPB can be nominated for more than one award in the same year, but will only be able to win one of the awards they are nominated for.

DEVELOPING A COMPLETE NOMINATION
Submitting a complete and thorough nomination package is vital. All nomination packages should include the signed nomination form (available at the end of this document); a letter detailing why the individual deserves the Bookkeeper of the Year Award; a résumé of the Nominee; and supporting documents/materials.

I. Nomination Form:
   • This form should be filled out in its entirety and signed by the nominator. This form can be submitted before the rest of the supporting documents have been gathered, as it will serve as a notice of intention to submit the rest of the nomination package at a later date.
   • After completing this form, you will be required to submit a complete nomination with all the supporting documentation by no later than June 30th, 2016.

II. The Letter:
The letter should provide a general introduction of the Nominee and showcase how they meet the criteria for the award. Specifically, it should include the following:
   • A clear statement of why the Nominee is deserving of the award.
   • Highlights of the initiatives demonstrating that the nominee is an “Outstanding Bookkeeper.”
   • An explanation of how the Nominee’s actions brought distinction and excellence to the profession.

III. Résumé
A summary of the Nominee’s career, professional and community activities and achievements should be included.
IV. Supporting Documentation/Materials

1) **Letters**
   You may include up to three detailed and relevant support letters from organizations or individuals that know or have worked with the Nominee. Ideally, the letters would include the following:
   
a) A brief description of the person/organization supporting the nomination, their work and role in the community.
   
b) The details of the Nominee’s involvement with the person/organization supporting the nomination, including:
      • The role of the Nominee
      • Significant accomplishments
      • The actions or duties the Nominee took to achieve the accomplishment
      • The time commitment (if applicable)
      • The impact of the Nominee’s work on the person/organization.

2) **Additional Support Documentation/Materials:**
   Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.
2016 CPB BOOKKEEPER OF THE YEAR AWARD - NOMINATION FORM

Please submit your form to: awards@ipbc.ca

After completing this form, you will be required to submit a complete nomination (any supporting documents/material no later than June 30th, 2016.

NOMINEE INFORMATION
I would like to nominate this individual for the CPB Bookkeeper of the Year Award:

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<tr>
<th>Nominee Surname:</th>
<th>Nominee Given names (please underline name commonly used):</th>
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<th>Nominee’s Address:</th>
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<th>Nominee’s Employment Address:</th>
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<th>Nominee’s Title or Position:</th>
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<th>Nominee’s Home Phone:</th>
<th>Nominee’s Business Phone:</th>
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<th>Nominee’s Email:</th>
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<tr>
<th>Year the Nominee became a member of IPBC:</th>
<th>Year the Nominee obtained their CPB or CPB (Honorary):</th>
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NOMINATOR INFORMATION

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<th>Nominated by: (print name)</th>
<th>Signature of Nominator</th>
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