

Policy Citation Award

Purpose	National and provincial collaboration of the Society of Alberta Occupational Therapists and the Canadian Association of Occupational Therapists to acknowledge the contribution/accomplishment to the health and well-being of Albertans of an agency, program or individual within the province and who is not an occupational therapist.
Policy Statement	<p>The non-occupational therapy agency, program or individual who receives this award:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will have made, or be making, a significant contribution to rehabilitation, community health, self-help groups, provincial or municipal government initiatives in health care or other related programs. <input type="checkbox"/> And will have demonstrated support of occupational therapy philosophy or endeavour.
Requisites for Nomination	Candidates nominated on the following criteria must not be an occupational therapist or an agency/organization directed by an occupational therapist.
Award	<p>Framed Certificate of Recognition provided by CAOT and signed by the presidents of the CAOT and SAOT.</p> <p>Announcement on SAOT website and in e-newsletters.</p> <p>Recognition at the annual SAOT AGM.</p>
Procedure	<ol style="list-style-type: none"> 1. Individuals or a group of Alberta occupational therapists are eligible to submit nominations. Nomination forms can be obtained from the SAOT or CAOT websites. 2. Nominator completes the form, outlining reasons for nomination and supporting evidence (maximum 350 words). 3. Nominee's contact information is provided including site, address, contact phone number and email address. 4. Submission of nomination to the Chairperson of the SAOT Awards and Grants Committee by November 15 (by email, fax or mail). 5. Awards and Grants Committee screen and select appropriate candidate within 65 days of the submission deadline. A maximum of two (2) citations will be awarded annually. 6. Upon selection, the Committee submits successful candidate(s) to the SAOT Board for update. 7. Upon ratification of the SAOT Board, two (2) copies of the nomination materials (nomination form and SAOT letter of approval) must be submitted to the Executive Director, CAOT.

Draft revisions: June 9, 2010

Reviewed:

Approved: June 11, 2010

Procedure	<p>8. Nominations are to be received in the national office by December 1st</p> <p style="padding-left: 40px;">Executive Director Canadian Association of Occupational Therapy CTTC Building, Suite 3400 1125 Colonel By Drive Ottawa, ON, K1S 5R1</p> <p>9. The Board of Directors of the CAOT shall ratify the SAOT recommendation in March, will prepare the certificate(s) and forward them to SAOT.</p> <p>10. Awards and Grants Committee chairperson to inform successful candidate of their selection prior to the annual AGM.</p> <p>11. The recipient(s) are presented with the certificate of recognition at the SAOT AGM or other appropriate event.</p> <p>12. The Committee chairperson obtains recipient permission in writing to publicize on the SAOT website and in e-newsletters.</p>
Approval Level Required for Policy	Board of Directors
Circulation of Documents	SAOT President (president@saot.ca) SAOT Secretary (file@saot.ca) Committee Members
Date Approved	
Approved by	Board of Directors: _____ Authorized Signature: _____ <div style="text-align: right;">Printed Name and Position</div>

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