Saitsa*

SAIT Students' Association

Awards Policies &
Procedures

Subject	Approved by	Approved date
Awards	CEO	February 2024

1. Purpose

1.1. The Awards program recognizes and rewards outstanding contributions, achievements, and dedication by individuals or groups within the Saitsa community. This Awards Policy outlines the procedures and criteria for the administration and management of awards provided by Saitsa.

2. Definitions

Advocacy

The act of supporting, recommending and/or arguing in favoour of something such as a cause, idea or policy.

Award

A generic ter, that describes a monetary valie that may be presented to a peron or club based up on specific criteria.

Awards Selection Committee (ASC)

This committee is responsible for selecting award recipients based on the merit of the applicant and their relevance to specific application criteria. The committee is comprised of Saitsa Staff and Saitsa Volunteers.

Community Spirit

A student's experience at SAIT should be about more than just academic performance; Saitsa strives to enhance the student experience by providing services, programs and opportunities for networking and personal development. Community spirit involves an individual's desire to make their own, and others', experiences at SAIT even more memorable, meaningful, and enjoyable.

Good Standing

A student who has not been placed on academic or non-academic probation, has not academically withdrawn, and who has complied with all of his/her specific obligations as defined by SAIT.

Leadership

While hard to define, effective leaders tend to lead by example and demonstrate exemplary qualities of integrity, honesty, creativity, dedication and humility while attempting to achieve an established goal and/or vision through the work of a team and/or committee.

Philanthropy

The practice of volunteering your time, talent, funds and/or energy to a cause.

SAIT Community

The larger SAIT Community includes students, volunteers, instructors and staff who work full or part-time for SAIT or Saitsa. While Saitsa staff and members (students) are a part of the overall SAIT community, in the context of the Marcel Carpenter award, SAIT Community strictly refers to those who are directly employed by SAIT.

Saitsa Community

The Saitsa Community is encompassing of all Saitsa members, staff and supporters. To be a member of the Saitsa Community simply means that one supports Saitsa in its efforts to develop a community where students are inspired to learn, lead and be exceptional.

Saitsa Member

A student currently registered at SAIT who has paid their Saitsa fees in full, as described in the "Tuition and Fees" section of the SAIT Academic Calendar.

3. Confidentiality
3.1. All nomination materials and discussions within the Awards Committee are confidential.
3.2. Saitsa will uphold the privacy of nominees, ensuring their personal information is handled in accordance with privacy laws.

4. Eligibility Criteria
4.1. To be eligible for Saitsa awards:
    4.1.1.Individuals must be an active student who has paid their Saitsa fees within the current SAIT academic year.
    4.1.2.Individuals must be in good standing as defined by SAIT.
4.2. Specific eligibility criteria for each award will be outlined in the award description.

5. Nomination Process
5.1. The nomination process for awards will be determined by the Manager, Student Experience in advance of the nomination period.
5.2. Nominations may be submitted by Saitsa members, Saitsa staff or SAIT Staff.

6. Selection Committee
6.1. The Awards Selection Committee (ASC) will be appointed by the Manager, Student Experience and comprised of the following:
    6.1.1.1.   Minimum of 3 Saitsa Staff.
    6.1.1.2.   Minimum of 3 Saitsa Volunteers.
6.2. The ASC will review nominations and select awardees based on predefined criteria.
6.3. ASC members may not be nominees or have a conflict of interest with any nominee.

7. Award Disbursement
7.1. Awardees will be notified in writing of their selection by the ASC.
7.2. Awards may be presented at Saitsa events, ceremonies, or through other appropriate means.
7.3. If an award ceremony is held:

7.3.1. Recipients will be notified in advance and invited to attend the ceremony.

7.3.2. Awardees will receive their awards during the ceremony.

7.4. Monetary awards, if applicable, will be distributed according to Saitsa's financial policies.

Award Listings and Descriptions

8. DC Fleming Award

8.1. **Number of Recipients:** 1

8.2. **Dollar Amount:** $1,000

8.3. **Application:** Essay (500-word max) & letter(s) of reference

8.4. **History:** Named after Donald C. Fleming, a former Principal of SAIT (1964-1968), known for advocating the value of a SAIT education. Award initiated in 2001.

8.5. **Application Criteria:** A student must demonstrate significant involvement in advocacy initiatives addressing SAIT student issues (e.g., affordable housing and education costs). These activities can be personal efforts or events sponsored by Saitsa. 1-3 reference letters are required.

8.6. **Selection Criteria:** Recipients must demonstrate care and effort in addressing student issues. Priority may be given to applicants who have volunteered for Saitsa's advocacy programs and services.

9. JM Parker Award

9.1. **Number of Recipients:** 1

9.2. **Dollar Amount:** $1,000

9.3. **Application:** Essay (500-word max) & letter(s) of reference

9.4. **History:** Established in 2001, it honours James Merv Parker's commitment to student leadership during his 29 years at SAIT. The award recognizes dedication to the SAIT community through leadership.

9.5. **Application Criteria:** Only Saitsa Board of Directors (BOD) members can apply. Applicants must have fulfilled their responsibilities as a Board member and demonstrate the following:

9.5.1.1. Actively enhance the SAIT student experience.

9.5.1.2. Demonstrate respect for diverse perspectives and backgrounds.

9.5.1.3. Inspires and supports future leaders.

9.5.1.4. Engages in leadership opportunities outside of the Board.

9.6. **Selection Criteria:** The Manager, Student Experience, in consultation with the Manager, Governance & Advocacy, will review all applications and choose up to three finalists according to the award criteria. The ASC will make the final selection of the recipient. Priority may be given to those who have actively engaged in BOD activities and volunteered their time in addition to BOR responsibilities.

10. Therese Murry Award

10.1. **Number of Recipients:** 1
10.2. **Dollar Amount:** $1,000
10.3. **Application:** Essay (500-word max) & letter(s) of reference
10.4. **History:** Established in 2001, it honors Therese Murray's philanthropic efforts. Recognizes individuals contributing to the SAIT community's betterment.
10.5. **Application Criteria:** Presented to the student who generously gives their time, talent, or funds to improve the SAIT community, aligning with Therese Murray's spirit. 1-3 reference letters are required. Furthermore, applicants must identify the following:
    10.5.1. What social/systemic issue they have dedicated efforts to
    10.5.2. Why it matters to them
    10.5.3. Their contribution (time, talent, or funds) and perceived impact
    10.5.4. How their efforts enhance campus inclusivity, welcome, or accessibility.
    10.5.5. Applicants are encouraged to mention any Saitsa or SAIT resources they used.
10.6. **Selection Criteria:** Recipients must show strong dedication to a cause beyond themselves and illustrate how their selfless actions have positively affected the SAIT community. The ASC will strongly weigh the total time, talent, and/or funds the person has devoted to the cause. Priority may be given to those who used Saitsa or SAIT resources to support or promote their cause, showcasing its impact within the SAIT community.

11. Marcel Carpenter Award

11.1. **Number of Recipients:** 1
11.2. **Dollar Amount:** None
11.3. **Application:** Impact Statement (250 words max)
11.4. **History:** Established in 2001, honors Marcel Carpenter for his dedication to SAIT and Saitsa. The award recognizes staff or instructor promoting community spirit.
11.5. **Application Criteria:** Any Saitsa or SAIT community member may nominate an individual who demonstrates exceptional commitment to collaboration, networking, community building and/or mentorship with Saitsa. The nominator must provide an impact statement that briefly explains the nominee's impact on the SAIT and Saitsa relationship.
11.6. **Selection Criteria:** ASC considers the nominee's involvement with Saitsa, years of service, and testimonials. The nominator may be contacted for more information.

12. Volunteer of the Year Award

12.1. **Number of Recipients:** 1
12.2. **Dollar Amount:** $750
12.3. **Application:** Personal Impact Essay (250 words max)
12.4. **History:** Since Saitsa's inception, volunteers have played a vital role. This award acknowledges an individual's impact through significant volunteer contributions
12.5. **Application Criteria:** Applicants should indicate how their volunteerism with Saitsa has contributed to a positive and meaningful impact both within themselves and the SAIT community.

12.6. **Selection Criteria:** The Student Experience Coordinator, Resources and Services will receive all applications from the the Manager, Student Experience. They will then shortlist the top three to five applicants based on award criteria. Final selection is based on the stated impact their volunteerism has had on the applicant's experience as a SAIT student.

13. Club of the Year Award

13.1. **Number of Recipients:** 1 club per year
13.2. **Dollar Amount:** $750
13.3. **Application:** Summary Essay (500 words max)
13.4. **History:** Recognizes Saitsa-registered clubs actively improving student life on campus.
13.5. **Application Criteria:** Only for Saitsa-registered clubs. The Club Executive, as the applicant, needs to provide a brief summary including:
    13.5.1. Number and types of club events, along with attendance
    13.5.2. Planned events for the rest of the academic year
    13.5.3. Succession plan for club continuity
    13.5.4. List of Saitsa events the club participated in
    13.5.5. Funds raised (if applicable) either for donations to other causes or funds for club use
13.6. Clubs who have received this award in the past three years must demonstrate how the award benefitted the club.
13.7. **Selection Criteria:** The Saitsa Clubs Coordinator is to be provided all applications by the Chair of the ASC and is to narrow down the top three to five applicants based on the criteria for the award. The final selection of a recipient is to be completed by the ASC. Preference may be given to a club that has recently demonstrated a considerable increase in club funds, improvements in club management, effective succession planning or consistent or increased membership numbers.

14. Disruption Award

14.1. **Number of Recipients:** 1
14.2. **Dollar Amount:** $500
14.3. **Application:** Summary Essay (500 words max)
14.4. **History:** Recognizes SAIT students contributing time and energy to initiatives driving change.
14.5. **Application Criteria:** Individuals may nominate themselves or another individual for this award. This award celebrates individuals whose advocacy efforts have led to improvements or change for people or a cause. Applicants or nominees may be someone who has gone above and beyond what is expected, made a difference, altered standards, or shown extraordinary commitment and passion for advocacy. Impact or personal statements should outline what initiative(s) they are a part of and how the individual has positively impacted our world.
14.6. **Selection Criteria:** Recipients will be selected based on the nominator/applicant's ability to demonstrate how they have met the award's criteria. The number of nominations an individual receives will contribute to the selection process.

15. Support Award

15.1. **Number of Recipients:** 1
15.2. **Dollar Amount:** $500
15.3. **Application:** Impact Statement (250 words max)
15.4. **History:** The Support Award recognizes those in the SAIT student community who demonstrate care, compassion and empathy for their fellow students.
15.5. **Application Criteria:** Individuals may nominate themselves or another individual for this award. Nominators should specifically address how the nominee demonstrates care, compassion and empathy for their fellow students. Nominators should also indicate how the nominee's selfless acts impact students or the greater community.
15.6. **Selection Criteria:** Recipients will be selected based on the nominator/applicant's ability to demonstrate how they have met the award's criteria. The number of nominations an individual receives will contribute to the selection process.