

CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS

DR. HELEN P. LeVESCONTE AWARD FOR VOLUNTEERISM IN THE CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS NOMINATION PACKAGE

Helen LeVesconte was a pioneer in occupational therapy. She graduated from the first class at the University of Toronto in 1928. From that time until 1972 she was active in the profession. She died November 26, 1982.

As a clinician, consultant to the Ontario Government, professor and later director of the course in occupational therapy at the University of Toronto her main concern was that the standards of occupational therapy education and practice be maintained.

Helen was very involved in the Canadian Association of Occupational Therapists and the World Federation of Occupational Therapists fulfilling various duties. In 1959 her book "Guidepost of Occupational Therapy" was published. She also published widely in professional journals.

Many honours were bestowed upon her from within and outside the profession, recognizing her exceptional contribution to all aspects of occupational therapy. She was a leader, and a great influence on the development of occupational therapy in Canada.

The Dr. Helen P. LeVesconte Award for Volunteerism in the Canadian Association of Occupational Therapists is awarded by CAOT in memory of Helen.

DEFINITIONS

For the purpose of the awards program, the following definitions apply:

- Significant = noteworthy or important
- Exceptional = reflecting a high degree of ability or skill
- Outstanding = superior, pre-eminent or exemplary

PURPOSE OF THE AWARD

The Canadian Association of Occupational Therapists will honour a member who has made an exceptional contribution to the profession of occupational therapy through volunteering with the Canadian Association of Occupational Therapists by presenting the individual with the Dr. Helen P. LeVesconte Award for Volunteerism in the Canadian Association of Occupational Therapists. Only one (1) award will be granted each year. Nominations for this Award will be considered annually but the Award will be made only when recognition is merited in accordance with stated criteria. Nominators whose nomination is unsuccessful in a particular year may allow the nomination to stand for a maximum of three successive years.

CRITERIA FOR SELECTION

Nominations must meet the following criteria:

- a. Nominees shall be individual or life members of the Canadian Association of Occupational Therapists.
- b. Nominees shall be making, or have made an exceptional contribution to the profession of occupational therapy through volunteering with the Canadian Association of Occupational Therapists.
- c. For the purposes of this award, volunteerism shall be taken to mean effort, contribution and commitment that is not an expectation of the nominee's paid employment, or represents a level of contribution far in excess of what would be the expectation of his/her paid position.
- d. Nominees must not be a current Board member or employee of the Canadian Association of Occupational Therapists.
- e. Nominees need not be a resident in Canada if the achievements for which they are nominated have relevance to Canadian occupational therapy and they meet the other criteria for the award.

NOMINATION PROCEDURES

1. Individual Canadian Association of Occupational Therapists members or a group of members are eligible to submit nominations.
2. Nomination forms may be obtained from the Canadian Association of Occupational Therapists National Office.
3. An electronic version of the signed copy of the nomination form, narrative form and narrative must be submitted to the Chair, Awards Committee.
4. The narrative must include explicit examples of the nominee's contribution to the profession of occupational therapy, as contributing evidence of, and reasons for, the nomination of the candidate.
5. The narrative is not to exceed three (3) typewritten pages, single spaced, one inch margins, 12 point, Arial font.
6. Nominators whose nomination is unsuccessful in a particular year may allow the nomination to stand for a maximum of three successive years.

7. Nominations are to be received electronically by December 1st:

Chair, Awards Committee
Canadian Association of Occupational Therapists
nominations@caot.ca

SELECTION OF CANDIDATE

Selection shall be made by the Board of Directors of the Canadian Association of Occupational Therapists upon recommendation by the Awards Committee.

PROCEDURES

The President of the Canadian Association of Occupational Therapists will notify the recipient prior to public announcement. The name of the recipient will be announced at the Awards Ceremony, published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' web site.

FORM OF THE AWARD

The recipient of the Dr. Helen P. LeVesconte Award for Volunteerism in the Canadian Association of Occupational Therapists receives the following:

1. Presentation of an address (maximum 10 minutes) to the membership on a topic of her/his choice at the Awards Ceremony of the Canadian Association of Occupational Therapists Annual Conference in the year of the announcement of the receipt of the award;
2. A full complimentary registration to the Canadian Association of Occupational Therapists Annual Conference in the year of the announcement of the receipt of the award;
3. Travel, accommodation and expenses for the duration of the Annual Conference in accordance with the Canadian Association of Occupational Therapists travel policy;
4. A certificate of recognition presented at the Awards Ceremony of the Annual Conference;
5. Her/his name engraved on the award plaque kept in National Office;
6. Name and profile published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' website.

**THE DR. HELEN P. LeVESCONTE AWARD FOR VOLUNTEERISM
IN THE CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS
NOMINATION FORM**

To be completed by the Nominator:

I nominate _____ for the Dr. Helen P. LeVesconte Award for Volunteerism in the Canadian Association of Occupational Therapists.

Name of Nominator: _____

Address: _____

City: _____ Prov: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

CAOT Membership Number: _____ Signature: _____

Nominee's Information:

Name of Nominee: _____

Address: _____

City: _____ Prov: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

CAOT Membership Number: _____

Date Submitted: _____

Please answer the following questions concerning the nominee:

- a) Number of years of sustained activity in occupational therapy _____
- b) Highest educational level attained _____
- c) Please provide a detailed list of relevant information regarding the nominee's contributions toward the award criteria in the narrative.

Please submit an electronic version of the signed copy of this form, the narrative form and the narrative to the Chair of the Awards Committee no later than December 1st:

Chair, Awards Committee
Canadian Association of Occupational Therapists
nominations@caot.ca

**DR. HELEN P. LeVESCONTE AWARD FOR VOLUNTEERISM IN THE CANADIAN
ASSOCIATION OF OCCUPATIONAL THERAPISTS
NARRATIVE FORM**

Name of Nominee: _____

Name(s) of Person(s) Writing the Narrative: _____

The purpose of the narrative is to describe **why the candidate was nominated for this award and to highlight the candidate's exceptional contribution to the profession of occupational therapy through volunteering with the Canadian Association of Occupational Therapists.**

The narrative must include explicit examples of the nominee's contribution to the profession of occupational therapy, as contributing evidence of, and reasons for, the nomination of the candidate.

The narrative should not exceed three (3) typewritten pages, single-spaced, one inch margins, 12 point, Arial font and should include:

1. Educational background
2. Summarized work experience with the Canadian Association of Occupational Therapists.
3. Exceptional contributions to the profession of occupational therapy through volunteering with the Canadian Association of Occupational Therapists.
4. How the candidate's contributions have benefited the profession/Association through volunteering with the Canadian Association of Occupational Therapists.