

# CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS

## CITATION AWARD NOMINATION PACKAGE

### PURPOSE OF THE AWARD

The Citation Award provides an opportunity for collaboration with provincial/territorial professional occupational therapy organizations. A maximum of two (2) Citation Awards per province/territory may be awarded annually. The purpose of the Citation Award is to acknowledge the contribution/accomplishment to the health and well-being of Canadians of an **agency, program and/or individual** within each province/territory, who is not an occupational therapist.

### CRITERIA FOR SELECTION

**Nominations must meet the following criteria:**

- a. Nominees shall not be an occupational therapist or an agency/organization directed by an occupational therapist.
- b. Nominees will have made, or be making, a significant contribution to rehabilitation, community health, self-help groups, provincial, territorial or municipal government initiatives in health care or other related programs.
- c. Nominees will have demonstrated support of occupational therapy philosophy or endeavour.
- d. The nomination must be endorsed by the provincial/territorial organization prior to submission to the Canadian Association of Occupational Therapists.

### NOMINATION PROCEDURES

1. Individuals or a group of members of a provincial/territorial professional occupational therapy organization are eligible to submit nominations.
2. Nomination forms may be obtained from the Canadian Association of Occupational Therapists National Office.
3. Nominations are submitted to the provincial/territorial professional occupational therapy organization in the nominator's jurisdiction.
4. The provincial/territorial professional occupational therapy organization must approve the nomination.

5. The provincial/territorial professional occupational therapy organization must submit electronically a signed copy of the nomination form, citation (250 words maximum) and the provincial/territorial professional occupational therapy organization's letter of approval to the Executive Director, National Office of the Canadian Association of Occupational Therapists.
6. **Nominations are to be received electronically by December 1<sup>st</sup>:**

Executive Director  
Canadian Association of Occupational Therapists  
**nominations@caot.ca**

### **SELECTION OF CANDIDATE**

Selection shall be approved by the Board of Directors of the Canadian Association of Occupational Therapists upon recommendation of the provincial/territorial professional occupational therapy organization.

### **PROCEDURE**

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

### **FORM OF THE AWARD**

Recipients of the Citation Award receive the following:

1. A citation;
2. A certificate of recognition;
3. Announced at the Canadian Association of Occupational Therapists' Awards Ceremony;
4. Name and/or profile published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' website.
5. A joint presentation of the award, preferably during Occupational Therapy Month.

**CITATION AWARD  
NOMINATION FORM**

**To be completed by the Nominator:**

I nominate \_\_\_\_\_ for the Citation Award.

Name of Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Nominee's Information:**

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Please submit a signed copy of this form and the 250 word citation to the provincial/territorial professional occupational therapy organization in your jurisdiction for approval.

This form, the 250 word citation and the provincial/territorial professional occupational therapy organization's letter of approval must be returned by the provincial/territorial professional occupational therapy organization and **sent electronically to the CEO of the Canadian Association of Occupational Therapists no later than December 1st:**

CEO  
Canadian Association of Occupational Therapists  
nominations@caot.ca

**CITATION AWARD  
CITATION FORM**

Name of Nominee: \_\_\_\_\_

Name(s) of Person(s) Writing the Citation: \_\_\_\_\_

The purpose of the citation is to describe **why the candidate was nominated for this award and to highlight the contributions/accomplishments this candidate has made to the health and well-being of Canadians.**

The citation should not exceed 250 words: