

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 900 – School and Community Relations

ADMINISTRATIVE PROCEDURE: FRIENDS OF EDUCATION AWARDS

PROCEDURE CODE:	902 AP 001
Policy Reference: 902 – Friends of Education Awards	Exhibits: 902 E 001 – Friends of Education Award Nomination Form

PROCEDURE

1. Each spring, letters requesting nominations for the Friends of Education Awards will be sent to all schools and school councils.
2. Each school *may* nominate a member of the general community for outstanding contributions to their school and/or its students. This may include a local individual, organization, or business. An annual nomination is not required and is at the discretion of the school staff and/or school council. Nominations will be submitted to the Associate Superintendent of Human Resources.
3. The Division may nominate a community member or business for outstanding service to the Division as a whole. This contribution may represent a local, provincial, or national organization provided the support benefits the schools and students of the Division in general.
4. An Ad Hoc Committee consisting of the Superintendent, Associate Superintendent of Human Resources, and two trustees will review the list of nominees (and of previous recipients of this award to avoid duplication or repetition) and select:
 - 4.1. one recipient per school.
 - 4.2. one recipient for the Division.
5. The names of recommended recipients of these awards, for both the school and the Division, will be submitted to Board of Trustees for consideration and approval at a regular meeting in April.
6. The winners of these awards will be honoured at the Division's annual Appreciation Dinner in June.

7. Photos of the winners, and a description of their contributions to the Division, will be posted in the School Division office for a period of one year.

Approved: February 19, 2013

Revised: October 4, 2021

