

Policy Title: External Award Policy	Category: OP
Policy Type: Operations	Approved: July 12, 2018
Review Frequency: Biennial	When: June

Intent

One way for the Museum to recognize and appreciate our staff and the work that they do is through making nominations for individuals, projects, events, and WDM locations for external industry awards.

Requirements

Individuals or departments wishing to make an award nomination will submit a completed External Award Nomination form to the Employee Committee. The Employee Committee will use set criteria to evaluate each proposal to ensure that nominations are approved in a clear, consistent, and fair manner.

When a nominee is shortlisted for or wins an award that involves attendance at an event or ceremony, the WDM will cover the attendance costs for the nominee and one guest, plus up to four additional staff (for a total of six individuals).

- Additional staff attending will be relevant to the nominee's role and determined at the discretion of the Manager for the nominee's location, pending budget approval.
- This potential cost must be included in the nomination proposal and approved by the Administration department at the Corporate Office prior to the nomination being submitted.

All nominations and wins will be saved in appropriate personnel files. Award wins will also be shared by the WDM both internally and externally.

External Award Nomination Procedures

Step 1: If there is an award that you think an individual staff member (employee or volunteer), team, event, project, exhibit or WDM should be nominated for, first discuss the idea with the applicable supervisor below:

- Employee or team: immediate supervisor or department Manager.
- For nominations related to the CEO, submit to the Board Chair.
- Volunteer or Volunteer Group: volunteer coordinator for the nominee's location
- Event or Project: employee responsible
- Exhibit: Exhibits Manager
- WDM location: location Manager
- WDM (whole) or other: CEO

Step 2: Submit a completed External Award Nomination Proposal form to the Employee Committee.

Step 3: Employee Committee Decision Making Criteria

- Does the nominee qualify based on the criteria of the award category?
- Have submissions been made for more than one nominee? Does more than one nominee qualify for the award?
- If yes, can/should more than one nominee be nominated?
 - Which nominee(s) best fit(s) the criteria?
 - Is the award nomination meaningful? Relevant to the nominee or their work? Is it timely?
- Are the costs for attending awards ceremony or event reasonable and within budget?

Step 4: If approved, the nominator must ask permission from nominated individuals or groups to proceed.

Step 5: The nominator will work with the nominee and/or their supervisor to complete the nomination process and submit the nomination.