

Instructions for the Student Nominee

Award for Educational Excellence

Congratulations! You have been nominated for the Douglas College Student Award for Educational Excellence. This award recognizes outstanding achievement by a Douglas College student in both academics and volunteerism. Thank you for your contribution to Douglas College and to the community!

In order for your nomination to be considered by the Educational Excellence Committee, please submit your complete package by **February 9, 2026 at 4:00 pm**.

Please use the check list below to assist you in collecting the required documents.

☐ Two support letters for the nomination

One letter should be from your faculty nominator. Contact at least one other individual who will be willing to support your nomination for this award. This person can be another Douglas College faculty, Douglas College staff or an individual from the external community.

Obtain a letter from each supporting nominator that addresses the award criteria. Include these letters in your submission to the Committee.

☐ Volunteer Organization Reference Forms

Contact your Volunteer Supervisor(s) to determine if they are willing to provide information on your volunteer activities. Send each of them a copy of the Volunteer Organization Reference Form. On each form you should fill in the following:

- **your name and contact information**
- **the date the form must be completed by**
- **sign the section permitting the supervisor to share your information**

☐ Volunteer Activity Record

List your recent volunteer activity on the form.

☐ Current Resume

Submit your nomination package (scanned in PDF format) via email to the Educational Excellence Selection Committee *c/o Bette Cavanagh, Education Council Secretary*,
cavanaghb@douglascollege.ca

Thank you and Good Luck!

Dr. Janette Tilley, Associate Dean, LLPA
Educational Excellence Committee