

2024

# ACEC-SK Mentor Award Guidelines



## ACEC-SK Mentor Award

### Purpose

The purpose of the Mentor Award is to recognize the sustained and inspirational mentorship efforts of those who are employed by an ACEC-SK Member firm.

### Nomination Criteria

- Nominee must be employed by, or retired from, an ACEC-SK Member Firm at the time of their nomination.
- The nominee must be recognized as having contributed to the betterment of the industry.
- The nominee must demonstrate active participation and leadership in mentoring (intellectual growth, career development, professional guidance, advocacy).
- Prior recipients are ineligible for future mentor awards.
- There is no limit to the number of nominations that may be submitted from any one firm.
- All nominations shall stand for a three (3) year period from the date first submitted.

### Submission Requirements

- Essay highlighting the way in which the nominee reflects the qualities of a mentor (i.e. contributes to intellectual growth, career development, professional guidance, advocacy).
  - Maximum of 2 pages.
  - Include the name, title, company, telephone #, e-mail address of the individual providing the documentation.
- Testimonials/letters of support from other colleagues (e.g. mentees) supporting the nomination.
  - Minimum of 2 to a maximum of 5.
  - Include the name, title, company, telephone #, e-mail address of the individual providing the documentation.
- CV (not to exceed 6 pages) that identifies the accomplishments of the candidate in the areas of mentoring.
- Completed Nomination Form.
- A current electronic colour head and shoulders photo (size 4"x6" jpg format, 300-600 dpi).

### Selection Criteria

The candidates will be evaluated on the degree of influence and level of expertise shared with colleagues within the industry, using the following categories as a guide:

- Intellectual growth;
- Career development; and
- Professional guidance.

**Please note that the quality of the submission provide will be a factor in evaluation.**

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**Other**

ACEC-SK will create a video presentation for the Awards Ceremony and post event promotions. A copy of the video will be provided to the recipient and to the recipient's Member Firm following the Awards Ceremony. Additional copies are **available for an additional fee.**

**ACEC-SK Mentor Award**  
2024 INTENT TO NOMINATE

**Nominee's Full Name:** \_\_\_\_\_

Nominee's Firm: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's Current Position/Occupation: \_\_\_\_\_

Nominee's Professional Designation(s): \_\_\_\_\_

Number of Years Experience in the Industry: \_\_\_\_\_

The Nominee: \_\_\_\_\_ does know that they are nominated for this award  
\_\_\_\_\_ does not know that they are nominated for this award  
(please check one)

\_\_\_\_\_

**Nominator:**

Nominator's Name: \_\_\_\_\_

Nominator's Firm: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refer to Official Nomination Form (on the next page) and ensure all required documentation accompanies the Official Nomination by the due date.

**Complete and return this Intent to Nominate form by April 26, 2024 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca)

**ACEC-SK Mentor Award**  
2024 OFFICIAL NOMINATION FORM

**Nominee's Full Name:** \_\_\_\_\_

Nominee's Firm: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's Current Position/Occupation: \_\_\_\_\_

Nominee's Professional Designation(s): \_\_\_\_\_

Number of Years Experience in the Industry: \_\_\_\_\_

The Nominee(check one)  does know that They are nominated for this award  
 does not know that they are nominated for this award

**Nominator:** \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Firm: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting documentation could include: essay, testimonials/letter of support, references, CV or biography, photo.

**Return this completed form and all supporting documentation by May 31, 2024 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca)

or mail to

**2024 ACEC-SK Awards**  
418A McDonald Street, Regina SK S4N 6E1

**Please note that the quality of the submission provide will be a factor in evaluation.**