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**Leadership Award**

**Excellence in Laboratory Animal Management**

The Awards Committee is soliciting nominations for the Leadership Award. The award includes a $250 honorarium and plaque. The purpose of the award is to:

1. Reward strong supervisors or managers in laboratory animal science.
2. Stimulate job motivation.
3. Enhance personal advancement and/or recognition.

**Nominees for this award must meet the following eligibility criteria:**

 1. Current member of CBAALAS having joined or renewed membership by May 1, 2020.

 2. Must not hold a current elected or appointed position on the CBAALAS Council.

 3. Must be a supervisor or manager with a minimum of 3 years of experience.

 4. Must be directly involved in the daily operation of a laboratory animal program.

 5. Must be nominated by a colleague.

**The following items must be received as one nomination packet by no later than January 15, 2021.**

 1. Completed nomination form.

 2. Nomination letter written by the colleague nominating an individual for this award.

 3. Nominee’s resume.

 4. A **minimum of one and a maximum of three** letters of support (in addition to

 nomination letter).

The CBAALAS Awards Committee will review the nominations and select the winner on the basis of merit. The award will be presented in January 2021. Nominations received after January 15, 2021 will not be eligible for consideration.

**Pre-Submission Checklist**

Review all your documents carefully and fill in the checklist below to ensure your packet is complete prior to submitting the nomination. This will also help the Awards Committee to confirm they have received all of the documents you intended to include in the packet. Nominations that are received after January 15, 2021 or that do not include all required items will not be accepted.

 ***Required Items:***

 [ ]  The nominee meets all eligibility criteria.

 [ ]  The nomination form has been filled out and attached.

 [ ]  A nomination letter written by the colleague nominating an individual for this award.

 [ ]  Nominee’s resume.

 [ ]  A **minimum of one and a** **maximum of three**letters of support (in addition to

 nomination letter).

 How many letters of support are attached? [ ]  1 [ ]  2 [ ]  3

Have all the authors of letters of support provided their contact information in their letters?

[ ]  Yes [ ]  No

 If no, please provide the missing contact information here:

|  |  |  |
| --- | --- | --- |
| Name:       | Phone:       | Email:       |
| Name:       | Phone:       | Email:       |
| Name:       | Phone:       | Email:       |

**Return completed nomination packet by January 15, 2021 to:**

Cara Strathmann

Email: CHatten@northshore.org

 If you do not receive a confirmation that your packet was received please call Cara at 224-364-7979.

**Please send the nomination form and ALL supporting documents as one package. Whenever possible please scan all documents and email as one attachment per nominee.**

**Leadership Award Nomination Form**

|  |  |
| --- | --- |
| Name of Nominee:        | Phone Number:       |
| Institution:       | Email Address:       |
| Number of years in laboratory animal management (Min. 3 years required):       |
| Does nominee hold a current CBAALAS membership? [ ]  Yes [ ]  No (Ineligible for award) |
| Number of years nominee has been a member of CBAALAS:       |
| Number of years nominee has been a member of AALAS:       |
| Highest education level achieved:       |
| Highest AALAS certification achieved:       |
| If nominee is selected for this award is he/she interested in being featured in the Member Spotlight section of the CBAALAS newsletter with a photo and Q&A session? [ ]  Yes [ ]  No |
| Please describe leadership experience (include experience prior to leadership if it enhances the nomination):       |
| List three strongest leadership skills and explain these in the required nomination letter (e.g. integrity, makes difficult decisions, inspires personnel, innovative, team builder, etc): |
| 1)       |
| 2)       |
| 3)       |
| List any special training nominee has acquired that enhanced leadership skills (e.g. ILAM, AALAS, workshops, etc): |
| 1)       |
| 2)       |
| 3)       |
| Please describe professional leadership activities and/or positions held (e.g. national and/or local committees, etc):      |
| Publications, presentations, awards:      |
| Nomination submitted by:       | Date:       |
| Email Address:       | Phone Number:       |