


Administrative Procedure Student Awards	
	Department: Student Programs
	Approved by: Leadership Council
	Date Approved: March 4, 2024
	Revision Date(s):
	Review Date:
	External References • N/A
	Internal References • Advertising, Corporate Sponsorship and Partnership AP

Purpose

- This administrative procedure outlines the steps and guidelines for establishing, managing and receiving student awards at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all Sask DLC staff involved in creating new awards, as well as the procedures for receiving and distributing those awards.

Policy Statement

- Sask DLC recognizes the importance of acknowledging and celebrating the achievements and efforts of its students. Student awards serve as a means to motivate, encourage, and honour academic excellence, leadership and contributions within Sask DLC.
- At Sask DLC students have the opportunity to receive awards that are established by different groups and individuals within the campus community, including parent associations, school staff, student committees, service clubs or interested individuals. It's important to note that these awards can only be given with the ongoing approval of the Campus Principal.

Procedures:

1. Prior to agreeing to establish a new award, the Campus Principal is to receive a written proposal from the donor outlining:
 - a. the name of the award;
 - b. the type of award (e.g. certificate, trophy, or specific dollar amount);
 - c. the name of the donor;
 - d. the purpose of the award;
 - e. the terms and duration of the award;
 - f. the specific criteria for selection of recipients;
 - g. the individual(s) who will determine recipients;

- h. when and by whom the award will be presented; and,
 - i. provisions for additional costs such as engraving or printing.
2. The Campus Principal must consult with the staff, student representatives, Superintendent of School Operations and the Chief Executive Officer when appropriate before accepting any proposed award.
 3. The Administrative Procedures for Advertising, Corporate Sponsorship and Partnerships as well as the Financial Administration Manual (FAM) will provide guidance for the process.