



Canadian Propane Association Awards Overview and Nomination Procedure

Deadline

Nomination packages will be accepted no later than March 1st of each year and submitted to the Association's headquarters either by mail, at 300-100 rue Gloucester Street, Ottawa ON K2P 0A2, by email at info@propane.ca or fax at 613-683-2279.

Eligibility Criteria

Recipients must be (or must have previously been) employed by a member company of the CPA or have served on the board of directors, with the exception of recipients of the CPA Student Scholarship Award.

For the CPA Student Scholarship Award, preference will be given to immediate family of employees of CPA member companies.

The recipient must not have previously received the award being considered.

Presentation

The Awards will be presented to the recipients at the CPA's Annual General Meeting.

This Nomination Package includes the following documents:

- 1. Program Overview and Nomination Procedure**
- 2. Nomination Form**
- 3. Nominee Release Form**

Program Overview

The Canadian Propane Association (CPA) awards program recognizes exceptional accomplishments in the propane industry and inspires the next generation of industry professionals. The awards are:

- **Lifetime Industry Achievement Award**
- **CPA Service Award**
- **CPA Student Scholarship Award, Sponsored by Young Gassers**

Lifetime Industry Achievement Award

This award recognizes individuals who have made significant or consistent outstanding contributions to the advancement of the Canadian propane industry. It recognizes an individual who is regarded as possessing integrity, honesty and the respect of their peers. The award is for lifetime industry achievement rather than for a single contribution.

CPA Service Award

This award recognizes individuals who have made significant or consistent outstanding service contributions to the Canadian Propane Association and its predecessor associations. It is given for the hard work, dedication, and commitment that individuals provide through exceptional leadership and outstanding service to the CPA. This award has the objective of encouraging individuals to contribute to the promotion and understanding of the propane industry through involvement with the CPA.

CPA Student Scholarship Award, Sponsored by Young Gassers

The CPA Student Scholarship Award, valued at \$1000, is sponsored by the International Association of Young Gassers, Inc. The purpose of the scholarship is to provide financial assistance, annually, to recipients planning/pursuing a career related to the propane industry through post-secondary education at a Canadian vocational or trade school, community college, or university. Preference will be given to immediate family of employees of CPA member companies.



Nomination Procedure

The following items must be included in the nomination documents:

1. Nomination Forms	Each nomination will require one nomination form to be submitted.
2. Summary of qualifications and achievements	<p>a) From the Nominator: a short summary of qualifications and achievements. Examples of demonstrated service, as applicable to the award for which the individual is being nominated.</p> <p>b) From the Nominee: once all nominations have been received, the Board of Directors will then consider and review each nomination and select the recipient(s). The CPA will notify the nominee and request a detailed summary of achievements and contributions applicable to the award for which the individual is being nominated.</p>
3. Proof of Registration and an Essay (CPA Student Scholarship Award Only)	Proof of registration in a recognized post-secondary program, as well as a short essay on how the individual plans to pursue their education or career in the propane industry.
4. Nominee Release Form	Each nominee must sign a Nominee Release Form to provide permission for his/her name to be nominated.

- There is no limit on the number of nominations that can be submitted.
- An individual may be nominated for only one award per year.
- The original nomination documents must be received by the Association no later than March 1 of each year. Only completed nomination documents received by the deadline will be considered by the Awards Committee of the Board of Directors.
- Nominations will be considered for a period of two years, after which time they must be resubmitted for consideration.

The award recipients agree to standard publicity arranged by the CPA. Details of the award may be published in Energized | Énergisé magazine, the Association's newsletter and website, and the general media. CPA Awards Nomination Packages may be obtained from the CPA website or by contacting the CPA head office.