

# THE PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA

## CITATION CERTIFICATE

### GUIDELINES AND NOMINATION FORM

#### GUIDELINES

The Citation Certificate honours Regular and Retired members and employees of the Institute for outstanding service to Constituent Bodies, Committees, Consultation Teams or to the Institute as a whole. This certificate recognizes service over a period of time, or of a short duration when the service is of such a high order that some form of recognition is considered necessary.

The attached Nomination Form should be read and used in conjunction with PIPSC By-Law 26.4, Regulation 26.4 and the following requirements and criteria.

1. Only Regular and Retired members, and employees of the Institute are eligible to receive this award.
2. At least two (2) Nominators are required and they must be Regular or Retired members of PIPSC in good standing.
3. The Nomination Form must be completed as thoroughly as possible. Specific references, details, and dates concerning the outstanding service must be provided. Incomplete nominations will be returned to the Nominators for completion or will not be considered.
4. Supplemental information in support of the Nomination may be attached to the completed Nomination Form.
5. Nominations may be submitted at any time.

**NOMINATION FORM**

**Nominee for Institute Citation Certificate**

Name: \_\_\_\_\_

Group: \_\_\_\_\_ Region: \_\_\_\_\_

Title (if Staff): \_\_\_\_\_

**A. Description of “Outstanding Service” for which a Citation Certificate should be given.**

**B. Wording for the Citation Certificate.**

**C. Brief citation to be used when the Citation Certificate is presented (optional).**

**D. Name of person who will sign the certificate in addition to the President.**

Name: \_\_\_\_\_

Governing Body: \_\_\_\_\_

**E. Nominators (a minimum of two (2) members in good standing is required)**

	Name	Phone Number	Email Address	Signature	Date
1					
2					
3					

**F. Comments and Recommendation**

The completed Nomination Form must **first** be forwarded to the appropriate Constituent Body, Committee, or Consultation Team for comments and recommendation, following which it is to be forwarded to the PIPSC Executive Committee for due processing.

*Citation certificates for Group or Sub-Group activities should be processed by the Group Executive and sent to the PIPSC Executive Committee for approval.*

*Citation certificates for Region or Branch activities should be processed by the Regional Executive and sent to the PIPSC Executive Committee for approval.*

*Citation certificates for Committee or Consultation Team activities should be processed by the Committee Executive or the Consultation Team Executive and sent to the PIPSC Executive Committee for approval.*

*Citation certificates for other activities should be processed by the PIPSC Executive Committee.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for submitting this nomination. The Lead Nominator will be contacted if further information is required.*

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The mailing address is:

Institute Awards  
The Professional Institute of the Public Service of Canada  
250 Tremblay Road  
Ottawa, Ontario K1G 3J8

Nominations may also be sent by e-mail to: [awards@pipsc.ca](mailto:awards@pipsc.ca).