**I. Intent**

1. Awarded annually to representatives for exceptional service. Its purpose is to acknowledge the support given to laboratory animal science.
2. The award will consist of a 1-year business card advertisement in the newsletter and a plaque presented at the Michigan Branch AALAS annual banquet with the following wording:

***Award Name***

***Michigan Branch AALAS***

***Year***

***Name of Recipient***

***Recognition***

1. The MI-AALAS Outstanding Vendor of the Year award winner will be nominated for the District 5 AALAS Vendor award.

**II. Eligibility**

1. Any laboratory animal vendor.
2. If no nominee is deemed sufficiently qualified by the judges, no award will be given.

**III. Criteria *(50 points)***

1. Description of position held.
2. Description of support or service provided to laboratory animal professionals.
3. Active participation within District 5 while a member. ***(30 points)***
4. Active participation at the annual District 5 AALAS meeting in three of the last five years, such as participating in a round table discussion, having a vendor booth, or providing the meeting registration packets. ***(20 points)***

**IV. Nomination Packet Format – Must be met for consideration *(50 points)***

1. Nomination form completed supporting how the nominee fits the criteria listed above.
2. A minimum of one letter of endorsement; letters should be limited to two typed pages, double spaced. ***(10 points)***
3. Nomination document addressing how the nominee fits the criteria listed above, must not exceed three pages and must include
	1. Name of award nominee. ***(10 points)***
	2. List of activities in District 5 AALAS. ***(10 points)***
	3. Explanation why this vendor should receive award. ***(10 points)***
	4. Nominator’s name/s should be printed and signed and cannot be a representative of the nominee’s company. ***(10 points)***

**V. Nomination Packet Submission & Deadline**

1. The Michigan Branch AALAS Technician Affairs Committee (TAC) Chair and/or Co-chair will set the deadline for submissions annually.
2. The TAC Chair and/or Co-chair may choose to extend the deadline to increase participation in the awards programs.
3. Nomination packets must be mailed or emailed directly to the Michigan Branch AALAS Technician Affairs Committee (TAC) Chair and/or Co-chair.
4. Nominees that do not meet the eligibility requirements outlined above will not be considered for an award.

**NOMINATION FORM COVER SHEET**

* Pease write a nomination that touches on all the Criteria listed in section (III) of this packet.
* Ensure you provide a detailed description of the nominee’s performance. How does this employee go above and beyond the expected job performance?
* List any proficiencies, contributions, or accomplishments of the nominee (this may include continuing education, AALAS participation at state, district and national levels):
* Please summarize why you believe this person should be considered for this award (i.e. character of the nominee, personal interests in the field, support and benefit this individual has given to lab animal science). You may include up to two letters of support.

|  |  |
| --- | --- |
| **Name of Nominee:** |  |
| **Nominee E-Mail:** |  |
| **Company/ Institution:** |  |
|  |  |
| **Name of Nominator:** |  |
| **Nominator E-Mail:** |  |
| *In the event that your nominee wins, you will have the option of presenting his/her award at the banquet.*  |