

CERTIFICATES OF APPRECIATION

There are THREE types of Certificates of Appreciation: Regional Councillor Certificate of Appreciation; Service Certificates of Appreciation; and Generic Certificates of Appreciation.

Regional councillor certificate of appreciation

*This award is **not meant** to replace the Order of Honour awards program administered by the Professional Engineers Awards Committee.*

This award was established by the RCC in 1993, to recognize outstanding service to PEO by a member of a Chapter Executive who had not served in the position of Chapter Chair.

What is the Regional Councillor Certificate of Appreciation Award?

- This award recognizes and honours those chapter members who have made a substantial contribution to the operation of their chapter through their personal time and effort.
- The nominee will have held one or more positions on the Chapter Executive without serving as Chapter Chair. (All Chapter Chairs are formally acknowledged by PEO Council with a Commendation Award when they leave office).
- Please provide the reason why i.e. "...in recognition of"

How are nominees selected and awarded?

- Chapters should forward their nominees to the Chapter Office for processing.
- The Chapter Office will prepare and frame the certificate; this can take up to 2 weeks to process.
- The Chapter Office will forward the framed certificate to the chapter for their presentation to the recipient.

Service Certificates of appreciation

This is awarded to Chapter Chairs (and Executives) who are stepping down from the chapter, in appreciation of their years of service.


How do chapters request Service Certificates?

- Requests should only be made by the Chapter Chair or Vice- Chair.
- Submit requests to the Chapter Office with a minimum of two weeks notice.
- Requests must supply the name of the Executives to be awarded and the date of the event (where possible).
- The Chapter Office has a historical record that we can help to identify the years of service.
- This certificate will be processed, framed, and forwarded to the Chapter Chair / Vice Chair, for the chapter to present.

Generic Certificates of Appreciation

How do chapters request generic certificates?

- Requests should only be made by the Chapter Chair or Vice-Chair.
- Depending on the number of certificates, the Chapter Office requests a minimum of two weeks notice. However, processing time is dependent on the number of certificates requested.
- The request needs to include the necessary text for the certificate:
 - The name of the recipient, the date of the event and the reason for appreciation.
 - For example: In thanks for the tour of the XYZ manufacturing company.
 - It is the Chapter's responsibility to ensure the correctness of the text (it is copy and pasted from the email sent to the certificate).
- The certificate will not be signed, but there is space available for the Chapter Chair and Vice-Chair to sign.
- The certificate will be forwarded to the Chapter Chair or Vice-Chair, **unframed** for the chapter to present.
- The size of the certificate is 9" x 12".
 - Frames are widely available from retail stores like Michael's Arts and Crafts.



This is a blank certificate for general use such as a certificate thanking a sponsor for supporting the Chapter or a company for hosting the Chapter for a tour.