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- I. The Awards Committee Chairperson shall be nominated by the President and approved by the Executive Committee at the first quarterly meeting.
- II. The Awards Committee Chairperson shall serve a one-year term.
- III. The Awards Committee Chairperson is a non-voting member of the SEAALAS Executive Committee.
- IV. The Awards Committee Chairperson will be a SEAALAS member in good standing.
- V. The Awards Committee Chairperson will name at least 3 persons to the committee after receiving nominations for awards. The appointed committee members will be from institutions that do not have any eligible nominees. The Travel Award Committee will also include the TBR.
- VI. The Awards Committee Chairperson will solicit nominations for yearly awards and scholarship by placing announcements in all SEAALAS newsletters.
- VII. Nominations and Scholarship applications shall be requested and processed as follows:
 - a. The applications for scholarship awards and nominations will be placed in the second quarterly newsletter issue to be distributed to all organization members.
 - b. Annual awards are as follows:
 - i. **TECHNICIAN OF THE YEAR** – This award will consist of a plaque and a minimum of a \$500 honorarium to be presented to one SEAALAS member each year for outstanding accomplishments in the field of animal care, research and/or technical education. Nominations should include a written description of accomplishments and letters of reference.
 - ii. **SALLY NEWEL PAPP MEMBER PARTICIPATION AWARD** - This award will consist of a plaque and a minimum of a \$300 honorarium to be presented yearly to the SEAALAS member deemed most active in the local, regional, and national organization. Nominations should include a written description of accomplishments and letters of reference.

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iii. PURINA PROLAB AWARD- This award will consist of a plaque and a \$300 honorarium to be presented each year to a technician whose primary responsibility is the husbandry (feeding, handling) of laboratory animals. Purina will donate an additional amount to the AALAS Foundation in the award recipient's name. Criteria for nomination are as follows:

1. Daily contact with animals of one or more species in the form of handling, feeding, watering, changing bedding, etc.
2. Demonstrates a positive attitude toward the welfare of animals.
3. Demonstrates outstanding performance in completing animal care related duties.
4. Demonstrates pursuit of knowledge in the field of animal care (i.e. any course work or formal training).
5. Innovative approaches to animal husbandry related problems should be cited.
6. All considerations being equal, candidates having current membership with the local AALAS Branch or National AALAS will be given priority.
 - a. NOTE, Supervisory responsibility and formal degrees are not important considerations for this award.

iv. LINDA HAZEL MEMORIAL AWARD- This award is sponsored by Charles River Laboratories and consists of a \$200 honorarium and a plaque. Those eligible for the award include supervisors in the field of laboratory animal care/research; administrative/office staff; managerial staff and laboratory technicians. Criteria for nomination are:

1. Minimum duration of employment within the field of laboratory animal science of 10 years.
2. Has consistently worked to promulgate investigator satisfaction while promoting animal welfare and maintaining regulatory/institutional compliance.
3. Innovative approaches to job related duties should be cited.

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4. All considerations being equal, candidates having current membership with the local AALAS Branch or National AALAS will be given priority.
 5. All considerations being equal, candidates having current AALAS certification(s) will be given priority.
- v. **CLINTON S. SMITH SCHOLARSHIP AWARD** - This scholarship provides the recipient with funds to support college study toward an associate, bachelors, masters, or doctorate degree related to a career in Animal Science. The scholarship may be awarded annually to a qualified applicant at a minimum funding level of \$500.00. Interest generated by this fund and SEAALAS operating monies (if necessary) will provide the scholarship.
1. Applicants must submit a scholarship application and required documents.
 2. Qualification and evaluation criteria shall include, but not be limited to these factors:
 - a. Education and career objectives;
 - b. Activity in SEAALAS;
 - c. Proof of acceptance or enrollment in an approved institution: Education plan or program; and Academic achievement.
 3. The recipient of the Scholarship should be present at the ceremony to receive the award, unless the Executive Committee approves absence.
- vi. **CERTIFICATE OF RECOGNITION**- This award will be presented to any SEAALAS member involved in conducting bona fide courses for animal technicians working towards AALAS certification. This requires the Awards Committee to contact member institution representatives for names of qualified candidates.

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vii. **BIO-SERV ANIMAL WELFARE AWARD** – This award is sponsored by Bio-Serv and consists of a plaque and \$200 honorarium. The Award is presented annually to a person who has exhibited a positive impact to enrich, enhance, and/or improve the lives of animals, or the environment they work in regards to animal welfare. Criteria for the nomination are:

1. Has enriched the lives of the animals they work with.
2. Has enhanced the living environment for the animal colonies they work with.
3. Has positively impacted research and the morale of the animal care staff with improvements.
4. Has displayed the 3R's (Reduction, Refinement, Replacement) in their plan for Enhancement and Improvement.
5. Has reduced or eliminated distress or created other benefits for the animal they work with.
6. Candidate must be nominated by a person within the SEAALAS Branch.
7. Candidate must be a member of SEAALAS.

viii. **SEAALAS TRAVEL AWARD** – This award allows the recipient to attend the SEAALAS Annual Meeting and Awards Banquet. Monies will be allotted for meeting registration, and/or hotel and/or stipend as determined by the SEAALAS Executive Board. Up to three (3) awards may be given annually. Criteria for nomination areas follows:

1. Submission of completed application and statement explaining why they want to attend meeting.
2. Submission of letter of recommendation from applicant's direct supervisor.
3. Applicant must actively participate in meeting. For example:

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- a. Present a Tech Talk
 - b. Volunteer at registration table
 - c. Volunteer on Program Committee
 - d. Judge Tech Talks
 - e. Volunteer to help at Awards Banquet
4. All considerations being equal, candidates having never attended a SEAALAS meeting; candidates having AALAS certifications and/or candidates willing to present a Tech Talk will be given priority.
 5. Award recipient(s) will be given recognition in the form of a certificate and a “goody” bag at the SEAALAS Awards Banquet.
- VIII. Nomination letters and scholarship applications requested from members should be directed to either the SEAALAS permanent PO Box or the Award Committee Chair email at awards@seaalas.org by October 1st.
- IX. The Executive Director (ED) will verify that all nominations meet eligibility requirements. The ED will forward all nominations to the Chair who will mark out names and addresses before sending packets to the other committee members for review. This will help to make the decisions more anonymous.
- X. The Awards Committee members will review all applications and select winners for the different categories. The winner of each award and those receiving certificates will be reported to the President by December 1st who will notify the Executive Committee for approval. Upon approval, the ED will forward the names of the award winners to Suburban Trophy for making the plaques. The name of the winner of the Purina Prolab Award and the Linda Hazel Award should be reported to the Purina and Charles River Representative by December 15th.
- VI. The Chairman will be responsible for announcing all award winners at the annual banquet except the Purina Prolab Award and the Linda Hazel Award which will be presented by the respective company representative.