**I. Intent**

1. Awarded annually to one or more branch members. Its purpose is to encourage continuing education in laboratory animal science.
2. The award will consist of a 2-year MI-AALAS membership, certificate, and $300.00 honorarium.

**II. Eligibility**

1. The nominee must be a Michigan Branch AALAS Member.
2. The nominee should have educational goals in laboratory animal science. (Award may be used to pay for any laboratory animal science education or certification.)

**III. Criteria**

1. Description of position held and job responsibilities.
2. Individual contribution toward smooth operation of unit functions.
3. Benefits to facility of employment as a result of nominee’s personal projects, achievements, or efforts.
4. List additional certificates earned, pertinent education received, or future educational plans.
5. List activities that promote AALAS at multiple levels (i.e., branch, district and/or national).

**IV. Nomination Packet Format – Must be met for consideration**

1. Nomination letter addressing how the nominee fits the criteria listed above. Must not exceed 5 pages, double spaced.
2. Additional required letters of support must include:
* Letter from the nominee’s supervisor
* Letter of support from staff, co-workers, or peers (which may have multiple signatures)

 **V. Nomination Packet Submission & Deadline**

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

**NOMINATION FORM COVER SHEET**

* Please write a nomination that touches on all the Criteria listed in section (III) of this packet.
* Ensure that all required letters of support are included with the nomination.

|  |  |
| --- | --- |
| **Name of Nominee:** |  |
| **Nominee E-Mail:** |  |
| **Job Title:** |  |
| **Company/ Institution:** |  |
| **Years Nominee has worked in Lab Animal Science:** |  |
| **Educational Background:** |  |
| **List any special courses taken by the nominee:** |  |
|  |  |
| **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.*  |