**I. Intent**

1. Awarded annually to an individual who is AALAS certified at the Assistant Laboratory Animal Technician level (ALAT) in recognition of accomplishment and contribution to the promotion of laboratory animal care, AALAS, and to other care professionals.
2. The award will consist of a plaque presented at the Michigan Branch AALAS annual banquet and a $100.00 honorarium.

**II. Eligibility**

1. The nominee may be a Michigan Branch AALAS Member or non-member. *(Non-members will receive a plaque and a two-year membership).*
2. The nominee must be an Assistant Laboratory Animal Technician (ALAT).

**III. Criteria**

1. Day-to-day job performance. DUTIES!
2. Contribution to AALAS, specifically at the branch level.
3. Benefits to the facility of employment. Above and beyond standard performance expectations.
4. Additional training, educations, and courses perused.
5. Participation in additional programs, public service, or outreach – in accordance or with the values of MI-AALAS.

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

1. Nomination packet must be fully filled out and submitted by the deadline set by the TAC.
2. Proof of AALAS certification, a copy of the certificate is acceptable.

 **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 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 an award.

**NOMINATION FORM COVER SHEET**

* Please 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.*  |