

Speech and Hearing BC Policy Statement & Procedures

II.2

AREA: Member Services

SUBJECT: UBC Book Prize

POLICY:

Speech and Hearing BC offers a Book Prize to two outstanding final-year students at the University of British Columbia School of Audiology and Speech Sciences (SASS), one Audiology student and one Speech-Language Pathology student. The prize is in the form of a Book Award worth a value of \$100.00 each.

PROCEDURE:

1. The Development Office (Awards, Gifts and Estate Planning) at UBC sends a letter and Donor Contact Information Sheet to Speech and Hearing BC requesting confirmation of its annual support for the awards.
2. The Donor Contact Information Sheet is completed by the office and signed by the Treasurer and mailed to the Development Office at UBC. A cheque for the combined award amount, \$200, will also be mailed.
3. The prize recipients will be nominated annually by SASS UBC faculty and forwarded to the Development Office.
4. The Development Office sends a *Notice of Award Assignment* to the Speech and Hearing BC Office, the Awards Committee Chair/Past President and the Treasurer providing the prize recipients' contact information. The Executive Assistant/office staff will file the Notice of Award Assignment in AGM/Awards 200_/dated file.
5. The Development Office will notify the award recipients that he/she has won the prize. The funds will be paid directly to the recipient's tuition account by UBC. If there is no outstanding balance in the tuition account, the Awards and Financial Aid office will issue a cheque to the student and the student can pick it up at the Awards and Financial Aid office.
6. A tax receipt is generated by UBC and sent to Speech and Hearing BC for its records.
7. The Awards Committee Chair will invite a UBC representative to present the UBC Book Awards during the Awards Ceremony at the Annual Conference.