

**MANITOBA SCHOOL COUNSELLORS' ASSOCIATION  
AWARDS GUIDELINES AND PROCEDURES  
- MARGARET WOODS AWARD FOR OUTSTANDING ACHIEVEMENT -**

This plaque is awarded to honour outstanding service by a counsellor to the field of counselling, both locally and provincially.

MSCA members are invited to submit the names of persons who deserve this award.

**SELECTION CRITERIA AND PROCEDURES**

1. The person must have actively contributed to the counselling field at the provincial and/or local level.
2. The person must have been a member of the Manitoba School Counsellors' Association for at least five years.
3. The nomination form must be submitted by three nominators.
4. A written statement must be submitted describing the achievements of the nominee, together with supporting data.
5. The plaque will be awarded to the nominee at the Annual General Meeting of MSCA.
6. Final decisions on the Award will be made by the Awards Committee.

**In a one- or two-page cover letter, please provide information about the nominee's professional background and experience in counselling as well as a brief statement as to why this person should receive this award.**

Forward to:

Cathie Eliasson  
Fort Richmond Collegiate  
99 Killarney Ave.  
Winnipeg MB R3T 3B3

Deadline for application will be **April 15** each year.

Nominee's Name:

phone #:

address:

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Nominator's Name (1):

phone #:

address:

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Nominator's Name (2):

phone #:

address:

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Nominator's Name (3):

phone #:

address: