# 2022

AWARDS CELEBRATION

## School of Health & Human Services

## Information for Recipients

CAMOSUN

# School of Health & Human Services Awards Celebration 2022

Friday, Nov 25th | 3-5pm
Social Stairs, Cultural Centre & Atrium
Alex & Jo Campbell Centre for Health & Wellness (CHW)

## LOCATION/MAP

The awards will take place on the Social Stairs, first floor of the Alex & Jo Campbell Centre for Health & Wellness (CHW), on the Camosun Interurban campus. Look for signage and balloons. School staff will be there to direct you towards parking and the CHW building. Please review the Interurban interactive map (online) to familiarize yourself with the building location. A map is also included in this pamphlet.

**Please note!**
There is usually traffic on Interurban Road.
It may take you longer to get to campus.
Please plan accordingly and leave yourself plenty of time to arrive.

## PARKING

The closest parking is Lot P8. Additional (limited) space is available in Lot P10. Carpooling is recommended. Please visit the Transportation and Parking pages for rates.

Disability parking spaces are available. Please call the school office at 250-370-3161 or email hhsinfo@camosun.ca to reserve. There is also a drop-off area in front of the CHW building, for those with mobility challenges. An Interurban campus map is also added to this document

## DRESS CODE

The dress code for this event is semi-formal. That is, clothing that is dressier than everyday attire or business attire.

# Ceremony Agenda

## ARRIVAL

Upon arriving you will be greeted by school staff, who can assist and direct you or answer any questions you may have. Please seek us out, you can identify us by our name tags.

## COAT RACK

Will be provided at the event. Please be reminded to keep valuables with you during the ceremony, we cannot hold them for you.

## CHECK IN

When you arrive, please sign in at the Award Recipient's table to receive your name tag and program. Name tags will also indicate your donor name on the reverse.

# Reception

## RECEPTION @ 3–3:30PM

Light refreshments will be provided and will include some gluten-free, vegetarian and vegan options. There will be a few tables available for those who wish to be seated. Reception time is also an opportunity to mingle and seek out award donors.

# Ceremony & Presentation of Awards

## CEREMONY @ 3:30PM

Our ceremony will begin with a traditional blessing from a College Elder, followed by welcome speeches and opening remarks from the College President (or designate) and the Dean of The School of Health and Human Services, amongst others. Presentations of the Student Awards are grouped by program area. You will be called up to the front when your award is being presented. **We would like to ask all guests and recipients to stay to the end of the ceremony, out of respect for everyone who is receiving awards.**

## RECEIVING YOUR AWARD

When your award and name are being announced, please make your way to the front to join both donor and presenting faculty from your program area. When receiving your award please thank your donor and step to the side to allow space for any others who may be receiving the same award as you to receive theirs. Once all the awards in your group are presented, please move to the left where an area for photography is set up. Our team will be there to assist and direct you.

## APPLAUSE

Audience is welcomed to applaud once the presenting faculty has announced award criteria and recipient name(s), and all have received their awards.

## FOR OUR LITTLE ONES

Tables with quiet activities (colouring, puzzles, etc.) will be available for any children attending the event. No supervision is supplied, parents are responsible for their children. Please let us know if you are bringing children, by emailing HHSInfo@camosun.ca.

## MEETING YOUR DONOR & THANK YOU CARDS

Donors will be wearing name tags, please seek them out. This is your opportunity to personally connect with them and present a thank you card. Please review the guidelines for thank you cards, included in this pamphlet.

## DELIVERING YOUR THANK YOU TO THE DONOR

- bring your thank you letter to the awards ceremony and personally give it to your donor, or
- place your letter in the "thank you" box at the Award Recipient check in table. We will ensure it gets to the donor after the event.

If you are not attending the ceremony, you may drop off (at school office, located in the CHW Building, Room 207) or mail your finished letter or card to the School of Health & Human Services, 4461 Interurban Road, Victoria, BC V9E 2C1.

Some quotes from thank you letters may be used for marketing purposes. The initials of the recipient but not the full name may also be used.

# Writing "Thank You" Letters to Award Donors

We strongly encourage you to express your gratitude to the donor or donors of your award or scholarship by writing a thank you letter. A well-written letter reflects favorably on you and is important to the donors, who appreciate learning about you, your goals, and future plans.

**Please Note: emailed 'thank you' messages are not appropriate.**

A sample letter format is provided on the next page, and information available online. See the
HHS Awards Recipient Information page.

- Name of the award. Please visit the HHS Awards pages, on the college website:
  http://camosun.ca/learn/school/health-human-services/awards.html

Once you have written your letter, please be sure to check for spelling and/or grammatical errors. It is wise to always **proofread** your writing.

# Sample Letter Format

Student Name
Student Address City and Postal  Code
Email address

(optional) Date

Full Name of Donor

- Address the donor personally, and thank them for their generosity. Donor names are on the reverse of your name tag, or included in your email invitation.

Dear Camosun Donor:

Body of letter - Insert thank you comments

- Tell the donor how it makes a difference to your education.
- Tell the donor a little about yourself: where you come from, why you chose Camosun, or what field of study you have chosen, for example.
- Talk about your goals and future plans after completing your education at Camosun.
- Thank the donor again.

Sincerely, (or preferred closing)

- Sign your letter. Please PRINT your name below your signature.

*Insert handwritten signature*

Type full name

# Interurban Campus

## Site Plan Map

Facilities Services, August 2019

| BUILDINGS | # | INITIAL |
|---|---|---|
| Carpentry Classroom | 1 | ICC |
| Carpentry Storage | 2 | ICS |
| Fine Furniture Storage | 3 | FS3 |
| Carpentry Drafting Room | 4 | ICDR |
| Receiving/Printshop/Maintenance | 5 | RPM |
| Facilities Services | 6 | FS |
| Carpentry Building | 7 | IC |
| Compressor Building | 8 | CB |
| Exterior Electrical Lab | 9 | EEL |
| Childcare Centre | 10 | ICCC |
| John Drysdale Building | 11 | JD |
| Urban Diner | 12 | UR |
| Jack White Building | 13 | JW |
| Liz Ashton Campus Centre | 14 | LACC |
| Huber Hall | 15 | CAF |
| Bicycle Storage | 15a | BS |
| Technologies Building | 16 | TEC |
| Chemical Storage Building | 17 | ICSB |
| Portable A | 18 | PA |
| Centre for Business and Access | 19 | CBA |
| Greenhouse Complex | 20 | G |
| Centre for Trades Education & Innovation | 21 | TL |
| Pacific Institute for Sports Excellence | 22 | PISE |
| Warden's House | 23 | WH |
| Warden's Garage | 24 | WG |
| Forestry Building | 25 | FB |
| Forestry Lab | 26 | FL |
| Forestry Offices | 27 | FO |
| Alex & Jo Campbell Centre for Health & Wellness | 28 | CHW |

# Congratulations on your Achievements!

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