



FCAN MAHARLIKA FREQUENTLY ASKED QUESTIONS

FILIPINO-CANADIAN ASSOCIATION OF NIAGARA (FCAN)

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“The FCAN Award Development Team”

2024 Seniors L.E.A.D.S Project – Recognition Methodology Review/Recalibration and Recognition Activity
2022 Seniors Step-Up to the Challenge Project - Recognition Award Methodology Development and Recognition Activity

FREQUENTLY ASKED QUESTIONS (FAQs) -This section of the guideline will continue to evolve as questions arise

1. **I would like to nominate someone who is a member of FCAN, how do I go about nominating him/her? (Papano ba mag-nominate ng isang member o ka-pamilya ng member?)**

Answer: To nominate, please follow these few steps:

- a. Get a copy of the FCAN Maharlika award nomination form
 - b. Select one category that you would like to nominate the person. For example, the category of “Volunteer Award-Community”
 - c. Read the definition of the category and its judging criteria. For example, the “Volunteer Award-Community” definition and judging criteria are on page 7 of the FCAN Maharlika Award Guideline. The guideline is available at the FCAN website, www.fcan.info or at the FCAN Facebook page. Or to get a copy of the page 7 (category – “Volunteer Award-Community”), please call any of the member of the FCAN executive board. The other categories are listed from pages 6 to 13 of the guideline
 - d. The nominator in coordination with the person being nominated, shall complete the nomination form, and submit accordingly
 - e. For more information, please contact any member of the FCAN executive board
2. **What makes a winning nomination? (Ano ba ang magaling na paraan sa magandang tyansang manalo ang nomination ko?)**

Answer: Write what great things your FCAN colleagues, friends and/or family member are doing

- a. Be specific in how the nominee met the award criteria
 - b. Give specific examples that explain why he/she deserves to be recognized
 - c. Review and ask for clarification about nomination criteria from any of the FCAN executive board and/or coaches.
3. **What would the nominee get if he/she becomes an awardee of the FCAN Maharlika Award? (Ano ba ang mapapanalunan sa FCAN Maharlika Award?)**

Answer: The awardees of the FCAN Maharlika Award will be recognized and celebrated as follows:

- a. Will be accorded with the FCAN Maharlika Award plaque of excellence during the FCAN Christmas Gala
- b. The awardee and his/her spouse (or a significant other, or single plus one) will be given complimentary tickets for the gala

Note: If a certain individual has gotten two or more awards, the number of complimentary gala tickets will be capped at maximum of 4 tickets.

The latter already include the 2 tickets for the awardee and his/her spouse or significant other, meaning just 2 more extra tickets will be given.

- c. Shortly after the FCAN Christmas Gala, all the awardees will be prominently featured on the FCAN Facebook page posting

4. How about the nominator, what is the incentive to nominate? (E papano naman yung nag-nominate, ano naman ang makukuha kapag nanalo yung i-ninominate niya?)

Answer: Nominating an FCAN colleague, friend or family provides an effective way of engaging people and allow the continuing communication amongst FCAN community.

If the nominee wins an award, the nominator will be:

- a. Given a complimentary ticket (1 ticket) for the FCAN Christmas Gala

Note: If a certain individual had nominated two or more winning nominees/awardees, the number of complimentary gala tickets will be capped at maximum of 2 tickets

- b. His/her name will be recognized as the nominator of the winning award during the gala as well as on the FCAN Facebook posting of the awardees shortly thereafter.

5. When will the announcement of the winners be made? (Kailan ba ipapaalam sa publiko ang mga nanalo?)

Answer: The actual and formal announcement of the winners will be done during the FCAN Christmas Gala. However, the winning nominees/awardees will be notified in confidence (confidential) and in advance of the gala date.

6. Will all the names of the nominees and corresponding nominators be published? (Yung bang lahat na na-nominate at yung mga kinauukulang nominator ay ipapahayag?)

Answer: Upon the consent of all the concerned persons, the names of the nominees and nominators will be posted on the FCAN Facebook page shortly after the Christmas Gala.

7. Can an eligible individual be nominated several times for the same category by different nominators? (Ang isang taong miembro o kapamilya ay puwede bang ma-nominate sa parehong kategoria ng mga iba-ibang nominators?)

Answer: For purposes of the FCAN Maharlika Award and as indicated in the Rules and Eligibility, a nominee can only be nominated once in a category on a “first come first serve basis.” If he or she has gotten 2 or more nominations in the same category, the first nomination received by FCAN executive board will be considered as the valid nomination, i.e., the other nominations were negated by this rule. The FCAN executive board will notify the concerned parties upon receipt of the 2nd and other subsequent nominations for the same individual on the same category.

The nominee in this case, by way of his/her consent, has the knowledge of the nomination and the category he/she’s being nominated with. To avoid multiple nominations in the same category, it is requested that the nominee inform the subsequent nominators of such.

The “subsequent nominators” can, however, support the nomination by providing the first nominator of a testimonial instead. A testimonial is aimed at strengthening the chances of winning but is not considered as an official submitted nomination for purposes of the FCAN Maharlika Award. Furthermore, on the discretion of the FCAN executive board and on the consent of the relevant parties, the contents or portion of the nomination composition of the subsequent nominations will be added on the composition of the first nominator’s submission.

Usually, the nominator will ask around the community for someone to provide a written testimonial for his/her nominee, as such the written testimonial will form part of the submitted nomination. Below is the example on how to provide a testimonial:

Greetings! It's with great pleasure that I write to you today to support the nomination of [nominee's name] for the FCAN Maharlika Award in the category of [indicate the category name]. I believe that [nominee's name] is the best

choice for [indicate the award category] because [reason for nomination].

I work with [nominee's name] in the [department or organization] and strongly believe they're a prime candidate for [award] because [reason for nomination].

A previous years' winner/awardee is not anymore eligible to be nominated or to receive award for the same category that he/she had previously been awarded to. He/she, however, is still eligible to be nominated or to possibly receive award in other applicable categories

8. Can an eligible individual be nominated for two or more categories of the FCAN Maharlika Award (Ang isang taong miembro o kapamilya ay puwede bang ma-nominate sa iba pang mga kategoria ng FCAN Maharlika Award?)

Answer: Yes, an individual can be nominated for two or more categories in the FCAN Maharlika Award, however, the rules for multiple nominations in the same category apply (please refer to the # 7 FAQ above).

9. Is there any "limitation period" for the FCAN Maharlika Award categories? (Meron bang limitasyon sa taon o panahon ang mga kategoria ng FCAN Maharlika Award?)

Answer: Of the 8 categories in the FCAN Maharlika Award, 5 categories have a limitation period of "in the last two years." They are the "Volunteer Award-FCAN Organization," the "Volunteer Award-Community," the "Academic Excellence in Secondary Level," the "Academic Excellence in Under-Graduate or Post Graduate Studies," and the "Excellence in Sports." All the other 3 categories have no limitation period.

10. How are the judges in the judging committee formed and selected? (Papano binubuo at pinipili ang mga judges for the FCAN Maharlika Award?)

Answer: As a general practice in most organizations that render recognition awards, the ideal number of judges in the judging committee seems to be seven (7) because it is a good number base that will normalize and provide fairness on scoring the winning award. As such, FCAN is adopting the 7-judge judging committee for the purposes of the FCAN Maharlika Award. One of the seven judges will serve as the chair or the lead judge.

The 7 judges will be selected internally within the association as they would

have familiarity of the FCAN's culture and values. The FCAN executive board will endeavor to select judges of diverse representation either geographically or demographically. The selected judges will be expected to exercise objectivity/impartiality, show good leadership and communication skills, and have a positive attitude in promoting the FCAN Maharlika Award.

In order that the selected judges become fully aware of the award nomination process, the judging criteria as well as the scoring tools, the FCAN executive board will hold an orientation meeting to review the award processes and answer questions.

11. Why should an FCAN member or family member receive an FCAN Maharlika Award? (Bakit karapat-dapat na ang miembro ng FCAN or kapamilya ay marapatan ng FCAN Maharlika Award)?

Answer: An awards ceremony **makes people feel that their personal or professional achievements are valued.** It shows approval and gratitude for each person's good job, and it makes people aware that good work will be rewarded. It shows others, such as the public and other members and family, that FCAN is aware of the person's outstanding accomplishments.

12. Other than the FCAN Maharlika Award, are there any other ways that FCAN recognizes its members and family? If there are other recognition methods, what are they and their differences? (Bukod sa FCAN Maharlika Award, meron pa bang mga ibang paraan na pagkilala sa mga miembro at pamilya? Kung meron, anu-ano yun at anu-ano ang mga pagkakaiba?)

Answer: Rewarding and recognizing members and/or their families lead to greater engagements and help create a more positive and healthier environment to the community as whole. It helps members see that the association/FCAN values them and their contribution to the continuing success and its existence. It also a means of motivating the members to continue to be engaged, included and to show they matter.

Presenting recognition plaque is one thing, but there are several ways the association and its members can show their appreciation. It could include informal ways such as member-to-member (peer-to-peer) recognition, for example a member personally congratulates a fellow member for a job well-done, holding a get-together volunteer appreciation, e.g., recognizing the FCAN

Open House volunteers.

Recognition can also be boosted by publishing (with consent from the concerned) the members' accomplishments across multiple mediums such as the FCAN Newsletter, Facebook page, other social media group forum as well as in team meetings.

Other than the FCAN Maharlika Award, the FCAN from time to time, usually during an event like in the sports event, presents a plaque of appreciation to deserving members. Below is the comparison of these two types of FCAN recognition presentations

	FCAN Maharlika Award	Plaque of Appreciation
Importance	Equally important as they both recognizes the members	Equally important as they both recognizes the members
Plaque Type	Award of Excellence in 8 defined categories	In deep appreciation in service and contribution to FCAN
Process and Methodology	A more formal process including a call for nomination, judging the nomination and award ceremony	A less-formal processes: like during a fundraising event, the organizer can suggest recognizing a member by way of consensus among the event committee members and putting it through a motion in the FCAN executive board
Timing	Every two years starting in 2022 and in conjunction with the Christmas Gala	It can happen at any time and at any event

Note: The recipient of the plaque of appreciation can still be nominated and potentially be awarded of the FCAN Maharlika award if someone initiates and submits a nomination during the FCAN Maharlika Award nomination period.

Definition of Terms:

For the purposes of the FCAN recognition award, the following definition of terms apply:

Terms	Definition
Award	The award is called the “FCAN Maharlika Award”
Award Categories	The “FCAN Maharlika Award” is given every two years using the 8 defined categories such as Academic Excellence and others
Judging Criteria	The criteria for which the nomination will be evaluated by judges to determine award winner
Member	FCAN members as of current date regardless of membership dues’ payment status and a regular member as defined in the current FCAN constitution, Article III, section 2, paragraphs a, b, and c
Article III, section 2, paragraphs a, b, and c	“SECTION 2. Regular membership shall be open to: a) Any Filipino residing in the Regional Municipality of Niagara. b) Any Canadian citizen of Filipino heritage who is residing in the Regional Municipality of Niagara; and c) Any non-Filipino who is related by affinity to any member falling under paragraph (a) or (b) of this section”
Immediate family	Includes the member’s children, grandchildren, and great grandchildren at birth (biological) or by legal adoption, parents, grandparents, and the member’s current marital in-laws
Individual	Includes member and immediate family as defined above
Sports	Basketball, volleyball, tennis, golf, bowling, hockey, rowing and any other recognize sports by the Canadian sports bodies
Lifetime	Reasonable long period of time of service to the association, e.g., 15 to 20 years but not necessarily continuous