



FCAN MAHARLIKA AWARD GUIDELINE

FILIPINO-CANADIAN ASSOCIATION OF NIAGARA (FCAN)

Incorporated as Non-Profit Organization 1997

Corporation Number 001148702

“The FCAN Award Development Team, 2022

Seniors Step-Up to the Challenge Project - Recognition Award Methodology Development and Recognition Activity

FCAN Maharlika Award Guideline

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A. Background and Introduction:

This document contains information on the FCAN's recognition awards, the rules and eligibility requirements, the categories, category description, the contents of the nomination submission, the judging criteria/processes, scoring mechanism and the timing of the award ceremony.

This guideline was developed by the very talented and knowledgeable senior members of the association and served as the main product of the 2022 FCAN project entitled "Seniors Step-up to the Challenge," activity – "Recognition Methodology Development and Recognition." The latter is focused at promoting volunteerism and on getting the association members to continue to develop relationships among themselves and others through participation in brainstorming at the different stages of the planning and design of the recognition methodology development. Furthermore, by having the opportunity to nominate their FCAN peers and colleagues and/or providing mentorship to others through coaching during the nomination submission period, fulfills the project's membership engagement and the isolation mitigation strategies.

The recognition award, appropriately named as "FCAN Maharlika Award" will recognize and celebrate the community contributions, personal and professional achievements of the deserving members and/or their immediate family members. Barring funding challenges, the recognition awards are intended to occur once every two years starting in the year 2022.

At this point, the association's 2022-2023 executive board and the entire project team would like to acknowledge the following volunteer planners and designers who made the production and the content of this document possible. As a group, they are called the Recognition Award Development Team. They are Dante Daquioag, Elise Daquioag, Arturo Edralin, Fe Edralin, Rene Ongcangco, Thelma Ongcangco, Eddie Pangga, Tessie Pangga, Arlene Alerta, Luz Makimkim and Carlos Fajardo (PL).

B. Rules and Eligibility:

Who can be the nominee(s)

1. The nominees must be either:
 - (a) A listed FCAN member
 - (b) An immediate family of the listed FCAN regular members' regardless of the immediate family's residency
2. The FCAN award is currently intended for individuals only
3. Nominees must consent to the use of photos and biographical material to be used for newsletter, including appropriate social media, during the award ceremony, posters, and the likes
4. Posthumous nominations will be considered
5. 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
6. A nominee can be nominated in different categories even by the same nominator by submitting a separate completed nomination form, that is the nominator is to submit one nomination form per category

Who can nominate ("The nominator")

1. FCAN members are very much encouraged to nominate their FCAN peers and colleagues
2. Nominators may make one nomination per category but different persons/nominee
3. Nominators may not nominate themselves for an award

Other Rules

1. Starting the year 2022, the recognition awards are intended to occur once every two years for which a minimum 5 and maximum 10 individuals will be honored.
2. It is not necessary that there will be a winner in each category. That is, if no nomination received during the nomination submission period or if in the opinion of the judges, the nominee/nomination did not satisfy the defined

category description

3. All nominations are screened to ensure eligibility by FCAN executive board (please refer to the Functions of the Executive Board)
4. During the recognition award year, only nominations received between September 15 and November 15 will be considered for that year's award
5. During the recognition award year, the evaluation/judging of the nominations shall be made in a day between November 16 and November 23. The announcement of the winners shall be made immediately right after the judging but only to the winners and the corresponding nominators. The announcement to the general membership will be made at the gala.
6. The recognition award ceremony is held as a special part of the FCAN Christmas Gala. The awardees (maximum of 10 individuals), their significant others (one person per awardee) and their nominators will be provided complimentary tickets
7. In appreciation of their works, the judges will also be provided with one complimentary ticket

C. Nomination Category, Definition/Description

The **FCAN Maharlika Award** has eight (8) categories as follows:

1. "Volunteer Award-FCAN Organization"

The "volunteer award-FCAN organization" honors a member who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the FCAN organization.

2. "Volunteer Award-Community"

The "volunteer award-community" honors an individual who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the Niagara community.

3. “Art and Culture Achievement Award”

This award is given by FCAN to an individual who during their lifetime have made creative contribution in the field of painting, sculpture, music, folk arts and performing arts.

4. “Academic Excellence in Secondary Level”

This award is given to an individual who achieved the highest overall academic honor upon graduation in the secondary education in the last two years

5. “Academic Excellence in Under-Graduate or Post Graduate Studies”

This award is given to an individual who achieved the highest honor upon graduation in the under-graduate or post graduate studies in the last two years.

6. “Excellence in Sports”

This award is given to an individual who has reached the pinnacle of their career in field of sports over the period of the last two years.

7. “Lifetime Achievement Award”

The “lifetime achievement award” celebrates a member that has demonstrated an outstanding service, contribution, and commitment to the FCAN community.

8. “Career Success Performance”

The “Career Success Performance” award is given to an individual who have demonstrated excellence in his/her professional career including innovation and work importance to the society. The recipient should also demonstrate a high level of service and honor to the community. For example, mentoring fellow early-career professionals or students.

D. Judging Criteria:

The judging criteria are different for each award category. All nominations will be assessed, and decisions made by five (5) judges selected by the FCAN executive board.

Please see the subsequent pages for the nomination category, definition/ description, and the judging criteria:

Category #1 - “Volunteer Award-FCAN organization”	
The “volunteer award-FCAN organization” honors a member who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the FCAN organization.	
Judging Criteria	Judging Weight in %
1. Always volunteering his/her time and resources for most of the FCAN events - Did the nomination composition identifies a maximum of five (5) recent volunteer works to FCAN events and activities. Volunteering under this category includes works in organizing, planning and implementation of the FCAN events and activities. Dancers, singers, and other performers in the event are considered as volunteers. Volunteering is different from being a participant or attendee to the events and activities.	60%
2. Achieving Results – While volunteering in FCAN events and based on the nomination composition and/or supporting testimonials, did the nominee shows a commitment to proactively doing things; demonstrated the enthusiasm and pride in accomplishing the assigned task; and/or does not give up easily when things do not go smoothly?	15%
3. Flexibility and Collaboration – While volunteering in FCAN events and based on the nomination composition and/or supporting testimonials, did the nominee accepts that other people’s point of view is valid and reasonable; steps in to perform co-volunteers’ tasks when needed or required; works co-operatively and supports team decisions even when different from own view?	15%
4. Nomination Composition Quality – Did the nominator clearly describes the nominee’s biographical and accomplishments information?	5%
5. Evidence – Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee’s accomplishments that are relevant to the award category?	5%
Total Percentage	100%

Category #2 - “Volunteer Award-Community”	
The “volunteer award-community” honors an individual who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the Niagara community.	
Judging Criteria	Judging Weight in %
1. Community volunteering quantity and quality - Did the nomination composition identifies at most five (5) recent volunteer works to known and established organizations within the Niagara community? Judges should consider in their scoring the quality of the volunteer work such as, is the volunteer work a high profile, high impact, noteworthy or prestigious type? For example, United Way, Community Care Program, Women’s Centre like Gillian Place, and others.	60%
2. Achieving Results – While volunteering in Niagara community programs and events and based on the nomination composition and/or supporting testimonials, did the nominee shows a commitment to proactively doing things; demonstrated the enthusiasm and pride in accomplishing the assigned task; and/or does not give up easily when things do not go smoothly?	15%
3. Roles and Impact – While volunteering in Niagara community programs and events and based on the nomination composition and/or supporting testimonials, did the nominee’s roles such as providing leadership, mentoring, or simply just performing assigned tasks promote a positive image and inspiration to making a difference in the lives of others in the Niagara community	15%
4. Nomination Composition Quality – Did the nominator clearly describes the nominee’s biographical and accomplishments information?	5%
5. Evidence – Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee’s accomplishments that are relevant to the award category?	5%
Total Percentage	100%

Category #3 - “Art and Culture Achievement Award”

This award is given by FCAN to an individual who during their lifetime have made creative contribution in the field of painting, sculpture, music, folk arts and performing arts.

Judging Criteria	Judging Weight in %
1. Artist accomplishment’s quantity and quality - Did the nomination composition identifies at most five (5) critically acknowledged artist works? Judges should consider in their scoring the quality of the artist’s art works such as, is the art product a high profile, widely published or noteworthy? The samples of artist’s work, including but not limited to visual, fine craft, multimedia image files, theatre/dance/music performance excerpts of a recent work, writing, painting, sculpture samples (photos of the paintings or sculptures). If samples are in a weblink, provide the link.	55%
2. Recognition by local arts community – Did the nomination submission provides evidence of the recognition such as peer review, testimonials, newspaper, and other media review on the artist works?	20%
3. Awards already Received by the Nominee – Did the nomination submission includes identification of all or some of the prestigious awards already received by the nominee?	20%
4. Nomination Composition Quality – Did the nominator clearly describes the nominee’s biographical and accomplishments information?	5%
Total Percentage	100%

Category #4 - “Academic Excellence in Secondary Level”

This award is given to an individual who achieved the highest overall academic honor upon graduation in the secondary education in the last two years.

Judging Criteria

1. **Highest Academic Honor Received** – The only judging criteria for this award is the highest overall academic honor received by the nominee in the secondary level in the last two graduating class years.

As confirmed by the FCAN Recognition Award Development Team with the Dennis Morris High School in St. Catharines, the school valedictorian is selected from amongst the five (5) members of the graduating class who received the top/highest academic marks. The selection is done by posting the top 5’s profiles in the school’s online platform and then the students with their ID and e-mail, cast their votes for the class valedictorian.

To receive the FCAN Maharlika Award for “Academic Excellence in Secondary Level, the nominee(s) is/are either the class valedictorian or anyone of the top 5 graduating students academically. The FCAN nomination screening committee will do its due diligence in verifying the information as provided for in the nomination

2. The nomination form should include the following information

What is the graduating class year (it should only include the last 2 years)	
What is the school’s name?	
What is the highest honor the nominee received?	

No award will be given if none of the nominees achieved either one of the above-mentioned honors.

3. **Tie Breaker** – There is no tie breaker. If two or more nominees received the same highest honor as identified above, the nominees will be declared as co-winners and shall be granted of the same award

Category #5 - “Academic Excellence in Under-Graduate or Post Graduate Studies”

This award is given to an individual who achieved the highest honor upon graduation in the under-graduate or post graduate studies in the last two years.

Judging Criteria

1. **Highest Honor Received** – The only judging criteria for this award is the highest honor received by the nominee in the under-graduate or post graduate studies in the last two graduating class years.

The acceptable highest honor before this award is given are either a summa cum laude or magna cum laude or their university/college-recognized equivalent. The example of the latter is a Governor General Gold Award

2. The nomination form should include the following information

What is the graduating class year (it should only include the last 2 years)	
What is the school’s name?	
What is the highest honor the nominee received?	

No award will be given if none of the nominees achieved either one of the above-mentioned honors.

3. **Tie Breaker** – There is no tie breaker. If two or more nominees received the same highest honor as identified above, the nominees will be declared as co-winners and shall be granted of the same award

Category #6 - “Excellence in Sports”

This award is given to an individual who has reached the pinnacle of their career in field of sports over the period of the last two years.

Judging Criteria	Judging Weight in %
1. Performance and/or Sports Achievements - Did the nomination composition identifies a maximum of five (5) outstanding performance, or exceptional athleticism, and/or achievements by the nominee in any generally recognized sports in the last two years? This includes athlete, coach, and officials (referee, umpire, and linesman).	60%
2. Awards already Received by the Nominee – Did the nomination submission includes identification of the sports awards already received by the nominee in the last two years?	20%
3. Character and Image Impact – Did the nomination submission demonstrates the nominee’s upholding the values of good sportsmanship and fair play both on and off the field?	10%
4. Nomination Composition Quality – Did the nominator clearly describes the nominee’s biographical and accomplishments information?	5%
5. Evidence – Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee’s accomplishments that are relevant to the award category?	5%
Total Percentage	100%

Category #7 - “Lifetime Achievement Award”	
The “lifetime achievement award” celebrates a member that has demonstrated an outstanding service, contribution, and commitment to the FCAN community.	
Judging Criteria	Judging Weight in %
1. Outstanding Service and Contribution - Did the nomination composition identifies a maximum of five (5) outstanding service and contribution by the nominee to the FCAN community in any capacity such as elected executive, advisor or even for just being a consistent and active member of the association?	40%
2. Leadership and Inspiring Others - Based on the nomination composition and/or supporting testimonials, did the nominee demonstrates advocacy for the improvement and growth of the association, such as to always positively influences and seeks new association members; constructively suggest and implemented methods and processes that are beneficial to the FCAN community	40%
3. Relationship Building - Did the nomination submission demonstrates the nominee’s upholding and promoting the values and culture of the association to other cultural groups and other organization?	10%
4. Nomination Composition Quality – Did the nominator clearly describes the nominee’s biographical and accomplishments information?	5%
5. Evidence – Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee’s accomplishments that are relevant to the award category?	5%
Total Percentage	100%

Category #8 - “Career Success Performance”

The “Career Success Performance” award is given to an individual who have demonstrated excellence in his/her professional career including innovation and work importance to the society. The recipient should also demonstrate a high level of service and honor to the community. For example, mentoring fellow early-career professionals or students.

Judging Criteria	Judging Weight in %
1. Professional Career Excellence - Did the nomination composition identifies a maximum of five (5) accomplishments demonstrating his/her professional career excellence. Innovative accomplishments and demonstrated work importance to the society are of great importance to judging the nomination.	50%
2. Service and honor to the Community - Based on the nomination composition and/or supporting testimonials, did the nominee demonstrates a high level of service to the community in relation and in performance of his/professional career. For example, mentoring or joining doctors without borders and pro-bono services	40%
3. Nomination Composition Quality – Did the nominator clearly describes the nominee’s biographical and accomplishments information?	5%
4. Evidence – Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee’s accomplishments that are relevant to the award category?	5%
Total Percentage	100%

E. How to Get the Copy of the Nomination Form and How to Submit the Completed Nomination Form:

1. Nominations can be made in either English or Pilipino (Tagalog) language
2. Nominations can be completed by handwritten using a hard/printed copy of the nomination form available at the three Filipino stores (2 in St. Catharines and 1 in Niagara Falls) or by calling any member of the FCAN executive board

The completed handwritten nomination form can be submitted either by dropping it in the drop-box available at the three Filipino stores or by calling any of the nearest member of the FCAN executive board to arrange mailing (providing the address where to mail) or for pick-up

The nominator's signature is required on the space provided for in the nomination form, Step 5

The completed handwritten nomination form can also be scanned and e-mail as an attachment addressed to caloymfajardo@gmail.com

3. Nominations can also be done by completing a word document fillable/soft copy of the form that was attached to the e-mail announcement of the opening of the nomination. You can also get the word document fillable/soft copy of the form by calling or e-mailing any member of the FCAN executive board

As a file attachment, the completed/filled up word document (or scanned copy) of the nomination form can be e-mailed to caloymfajardo@gmail.com

4. The standard nomination period in a given award year is from September 15th to November 15th. However due to time constraints in the first year of implementation, i.e., the 2022 award year, the nomination is open from September 15th to November 10th. For 2022, any completed nomination received by the FCAN executive board after November 10th will be considered as an invalid nomination. Please nominate early!
5. To learn more about the "FCAN Maharlika Award," the full/complete award guidelines was emailed to members as part of the nomination opening announcement. It can also be viewed on a weblink as posted on the FCAN Facebook page

6. Nomination coaches can be available by calling any of the FCAN executive board

F. Before you begin completing the nomination form, you will need:

1. Bio/resume, history of the person you are nominating. This includes the nominee's membership to any professional or community association

Note: Nominees must consent to the use of photos and biographical material to be used for newsletter, including appropriate social media, during the award ceremony, posters, and the likes.

2. Information about the nominee's works regarding FCAN if category is FCAN specific and other works outside FCAN community. This may include the nominee's accomplishments and involvement with the FCAN and non-FCAN works such as with charitable association, cultural and ethnical associations, political, educational, and professional accomplishments, and the likes
3. Optional: Letter(s) of support, testimonials from individuals or associations that may wish to be quoted in your nomination. Other support materials such as media article(s) or reviews about the nominee or nominee's works in the past
4. It would also be useful to read the full FCAN Maharlika Award Guidelines as published in the FCAN Facebook page. The guidelines include the eligibility rules, the description, definition, and the judging criteria of each of the award category

G. The Nomination Form:

FCAN MAHARLIKA AWARD NOMINATION FORM AND GUIDELINES

Step 1: GENERAL INFORMATION – *(This step provides information about the nominator, the nominee and selecting one award category the nominee is being nominated. Note: only select one category per nomination form)*

a) Please provide the nominator's information *(The person making the nomination)*

Last Name:		First Name:	
Address:			
Telephone:		Gender:	<input type="checkbox"/> M <input type="checkbox"/> F
		Age Group Code	
		(Please see Legends)	
e-mail address:			

b) Please provide the nominee's information *(The person being nominated for an award)*

Last Name:		First Name:	
Address:			
Telephone:		Gender:	<input type="checkbox"/> M <input type="checkbox"/> F
		Age Group Code	
		(Please see Legends)	
e-mail address:			
If the nominee is an immediate family of a member, what is the name of the FCAN member			

c) Please select one nomination category *(Select only one category per nomination form.)*

Please refer to the Recognition Award Guidelines for the description, definition, and judging criteria for each of the award category

- | | |
|--|--|
| <input type="checkbox"/> 1) "Volunteer Award-FCAN Organization" | <input type="checkbox"/> 5) "Academic Excellence in Under-Graduate or Post Graduate Studies" |
| <input type="checkbox"/> 2) "Volunteer Award-Community" | <input type="checkbox"/> 6) "Excellence in Sports" |
| <input type="checkbox"/> 3) "Art and Culture Achievement Award" | <input type="checkbox"/> 7) "Lifetime Achievement Award" |
| <input type="checkbox"/> 4) "Academic Excellence in Secondary Level" | <input type="checkbox"/> 8) "Career Success Performance" |

Step 2: Nomination Composition, Part A – Nominee’s Biography, Resume, History or Background:

Of no more than a total 250 words, provide brief biographical information for the nominee. Please see the Legends for an example of the biographical composition. For accuracy purposes, the nominator is encouraged to fact check the bio with the nominee

The biography is not necessarily in paragraph form, you can also itemize, or you can just simply submit/attach a biodata or resume if the nominee provided you with one.

Composition:

Step 3: Nomination Composition, Part B – Nominee’s accomplishments that exemplify his or her nomination for the selected category.

- Please list a maximum of 5 best accomplishments/achievements of the nominee that are relevant to the nomination category as selected in Step 1, part c.
- It will also be beneficial to list the nominee’s membership in other worthwhile organization and if any, previous recognition award received from other organization
- If the space provided for below is not enough, please use a blank supplementary page to complete your composition
- For the categories Academic Excellence-Secondary and Academic Excellence-Graduate or Post-graduate studies, please only provide the school/university name, the year of graduation and the highest academic honor the nominee received. Please see the guidelines for eligible highest academic honor

For accuracy purposes, the nominator is encouraged to fact check with the nominee

What is the Nomination Category?

(As selected in Step 1, part c)

Composition:

Step 4: Nomination Composition, Part C (Optional) – Support letter or testimonials from other organizations or individuals.

This is step is optional but providing the support letter and testimonials will likely strengthen the nomination.

Please select and submit all that apply from the following:

- I am submitting a letter of support from other organizations
- I am submitting a testimonial or letter of support written by an individual
- Others being submitted, please specify:
 - 1.
 - 2.
 - 3.

Step 5: Nominator’s Declaration and Attestation:

To the best of my abilities, I certify that the information provided in this nomination is true, accurate and complete. I also attest that I have asked, and the nominee consented the use of his/her photos and biographical materials for purposes of the FCAN Maharlika Award activities.

Signature: *(Not required if the completed nomination form is submitted as an attachment to an email)*

Print Name of the Nominator

Date:

H. Legend for Age Group Code (For report-back to NHSP purposes only)

Age Group Code	
Code	Description
A	Ages 65+
B	Ages 55 - 64
C	Ages 45 - 54
Code	Description
D	Ages 35 - 44
E	Ages 25 - 34
F	Ages 25 and under

H. Judges' Scoring Tool

All nominations received will be screened, printed/reproduced, sorted, and compiled in a binder by the assigned members of the FCAN executive board and for distribution to each judge a day or two in advance of the award selection meeting date. The binder will also include a print-out of the partially completed excel document called the "Individual Judge's Scorecard," marked "Sheet A." A demonstration and training on the use of the scoring tools will be done prior to the actual date of the judges' award selection meeting. All records of the actual judge's scoring, summary and tally will be kept confidential by the FCAN executive board.

The following scoring tools are "picture-copy" samples only of the two of the eight FCAN Maharlika Award categories. Each category scoring tool is composed of three (3) sheets, properly marked as Sheet A, Sheet B and Sheet C. The actual and the complete scoring tools to be used upon judging are in "Excel" spreadsheet document forms. The latter will be available to the judges come the date of the award selection meeting(s).

"Scoring Sheet A:"

- The scoring sheet A is the individual judge's score card for the nominated person in a category
- For each judging criteria the judge, in his/her best and unbiased judgement, will score between 0 to 3, 0 being the lowest and 3 is the highest. The judge's score is placed in the column marked "Judge's Score (a)"

0	=	Poor - The nomination has no relevance to the judging criteria
1	=	Good – Somewhat meet the judging criteria
2	=	Better – Meet the judging criteria, and
3	=	Best – Excellent or exceeding the judging criteria

- The judge's score will then be multiplied to the weight of the judging criteria, marked "Criteria Weight (b)." The multiplication product is put/populated in the column marked "Actual Score ($d=a \times b$)"
- The sum of all the "Actual Score" column is the total score made by the judge for the nominated person in each award category which will then be recorded in Scoring Sheet B besides the judge's name

Filipino-Canadian Association of Niagara (FCAN)
 FCAN Maharlika Award
INDIVIDUAL JUDGE'S SCORECARD

Nominee Name:		Nominated by:	
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Category	Volunteer Award-Community
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Category Definition	The "volunteer award-community" honors an individual who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the Niagara community.
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Judging Criteria	Judge's Score (Note 1)	Criteria Weight	Maximum Score	Actual Score	Remarks (Optional - Only if needed)
	(a)	(b)	(c=b x 3)	(d=a x b)	
1 Community volunteering quantity and quality - Did the nomination composition identifies at most five (5) recent volunteer works to known and established organizations within the Niagara community? Judges should consider in their scoring the quality of the volunteer work such as, is the volunteer work a high profile, high impact, noteworthy or prestigious type? For example, United Way, Community Care Program, Women's Centre like Gillian Place, and others.		60	180		
2 Achieving Results – While volunteering in Niagara community programs and events and based on the nomination composition and/or supporting testimonials, did the nominee shows a commitment to proactively doing things; demonstrated the enthusiasm and pride in accomplishing the assigned task; and/or does not give up easily when things do not go smoothly?		15	45		
3 Roles and Impact – While volunteering in Niagara community programs and events and based on the nomination composition and/or supporting testimonials, did the nominee's roles such as providing leadership, mentoring, or simply just performing assigned tasks promote a positive image and inspiration to making a difference in the lives of others in the Niagara community		15	45		
4 Nomination Composition Quality – Did the nominator clearly describes the nominee's biographical and accomplishments information?		5	15		
5 Evidence – Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee's accomplishments that are relevant to the award		5	15		
Total		100	300		

Judge's Name		Judge's Signature or Initial	
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Note 1: Each criteria will be scored between 0 to 3, where:
 0 = Poor - The nomination has no relevance to the criteria
 1 = GOOD - Somewhat meet the judging criteria
 2 = BETTER - Meet the judging criteria, and
 3 = BEST - Excellent or exceeding the judging criteria

created by caloy fajardo

“Scoring Sheet B:”

- The Scoring Sheet B is simply to record all the judges’ total scores from Score Sheet A
- The sum of all the judges’ total score will be the nominee’s total score that will be recorded in Score Sheet C, the highest of which becomes the winner of the award category

Volunteer Award-Community - Scoring Sheet B

Filipino-Canadian Association of Niagara (FCAN)

FCAN Maharlika Award

SUMMATION OF ALL THE JUDGES' ACTUAL SCORES

Nominee Name:		Date:	
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Category	Volunteer Award-Community
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Category Definition	The “volunteer award-community” honors an individual who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the Niagara community.
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Judges Name	Judge's Total Score
1	
2	
3	
4	
5	
Total	(Note: The maximum total of all the judges' scores is 1500 (300 x 5))

“Scoring Sheet C:”

- The scoring Sheet C is simply the tally of all the total scoring from Sheet B
- The sheet contains all the names of the nominees and their corresponding total scores arrived from Sheet B
- The highest score of all the nominees becomes the winner of the award
- In case of tie, all the judges will vote by a secret balloting to determine the winner
- There’s no tie breaker for the two academic excellence categories. That is more than one nominee can be declared winners if one or more received an equal/the same highest academic honor

Volunteer Award-Community - Scoring Sheet C

**Filipino-Canadian Association of Niagara (FCAN)
FCAN Maharlika Award
Tally Sheet / Highest is the Winner**

Category	Volunteer Award-Community		
Category Definition	The “volunteer award-community” honors an individual who enthusiastically and consistently offers his/her time, talents, and resources to upbuild the Niagara community.		
Nominee Name	Total Score of the 5 Judges	Remarks	Nominator
1			
2			
3			
4			
5			
6			
7			
8			

Note: In case of tie, the judges will vote in secret ballot for who (only 1) the winner will be

Verified and Attested by all the Judges

Judge #	Judge's Name	Judge's Signature or Initial
1		
2		
3		
4		
5		

created by caloy fajardo

The following charts are more examples of Scoring Sheet A, Sheet B and Sheet C but contain a different category and judging criteria.

Lifetime Achievement Award - Scoring Sheet A

Filipino-Canadian Association of Niagara (FCAN)

FCAN Maharlika Award

INDIVIDUAL JUDGE'S SCORECARD

Nominee Name:		Nominated by:	
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Category	Lifetime Achievement Award
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Category Definition	The "lifetime achievement award" celebrates a member that has demonstrated an outstanding service, contribution, and commitment to the FCAN community.
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Judging Criteria	Judge's Score (Note 1)	Criteria Weight	Maximum Score	Actual Score	Remarks (Optional - Only if needed)
	(a)	(b)	(c=b x 3)	(d=a x b)	
1 Outstanding Service and Contribution - Did the nomination composition identify a maximum of five (5) outstanding service and contribution by the nominee to the FCAN community in any capacity such as elected executive, advisor or even for just being a consistent and active member of the association?		40	120		
2 Leadership and Inspiring Others - Based on the nomination composition and/or supporting testimonials, did the nominee demonstrate advocacy for the improvement and growth of the association, such as to always positively influences and seeks new association members; constructively suggest and implemented methods and processes that are beneficial to the FCAN community		40	120		
3 Relationship Building - Did the nomination submission demonstrates the nominee's upholding and promoting the values and culture of the association to other cultural groups and other organization?		10	30		
4 Nomination Composition Quality - Did the nominator clearly describe the nominee's biographical and accomplishments information?		5	15		
5 Evidence - Is the nomination submission included letter of testimonials from other individuals or any supporting evidence on the nominee's accomplishments that are relevant to the award category?		5	15		
Total		100	300		

Judge's Name		Judge's Signature or Initial	
--------------	--	------------------------------	--

Note 1: Each criteria will be scored between 0 to 3, where:
 0 = Poor - The nomination has no relevance to the criteria
 1 = GOOD - Somewhat meet the judging criteria
 2 = BETTER - Meet the judging criteria, and
 3 = BEST - Excellent or exceeding the judging criteria

created by caloy fajardo

Lifetime Achievement Award - Scoring Sheet B

Filipino-Canadian Association of Niagara (FCAN)

FCAN Maharlika Award

SUMMATION OF ALL THE JUDGES' ACTUAL SCORES

Nominee Name:		Date:	
---------------	--	-------	--

Category	Lifetime Achievement Award
----------	----------------------------

Category Definition	The "lifetime achievement award" celebrates a member that has demonstrated an outstanding service, contribution, and commitment to the FCAN community.
---------------------	--

Judges Name	Judge's Total Score
1	
2	
3	
4	
5	
Total	(Note: The maximum total of all the judges' scores is 1500 (300 x 5))

Lifetime Achievement Award - Scoring Sheet C

Filipino-Canadian Association of Niagara (FCAN)

FCAN Maharlika Award

Tally Sheet / Highest is the Winner

Category	Lifetime Achievement Award
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Category Definition	The "lifetime achievement award" celebrates a member that has demonstrated an outstanding service, contribution, and commitment to the FCAN community.
---------------------	--

Nominee Name	Total Score of the 5 Judges	Remarks	Nominator
1			
2			
3			
4			
5			
6			
7			
8			

Note: In case of tie, the judges will vote in secret ballot for who (only 1) the winner will be

Verified and Attested by all the Judges

Judge #	Judge's Name	Judge's Signature or Initial
1		
2		
3		
4		
5		

created by caloy fajardo

I. FCAN Maharlika Award Promotional Poster

The nomination for the 2022 FCAN Maharlika Award is now open !

Let us recognize and celebrate the personal and professional achievements of our admirable FCAN members and/or their immediate family!

The nomination is open from **September 15 to November 10, 2022**

For details of the nomination, how to get copy of the nomination form, and how to submit a completed nomination form, please contact: **Arlene Alerta at 289-241-9979 or Luz Makimkim at 289-407-5934**

The full FCAN Maharlika Award Guideline is available at the FCAN Facebook page or by calling the above contact persons

There are 8 award categories to nominate from

Nominate early and as many!

FCAN family! Halika na! nominate mo na sa award si "bff," si Lolo, si Lola, si Mom o Dad, si Kuya o si Ate. Pati si bayaw o si balae puwede mong i-nominate, isa-isa!

2022 FCAN Maharlika Award

1) Volunteer Award, FCAN Organization
2) Volunteer Award, Community
3) Art and Culture Achievement Award
4) Academic Excellence in Secondary Level
5) Academic Excellence in Under-Graduate or Post-Graduate Studies
6) Excellence in Sports
7) Lifetime Achievement Award
8) Career Success Performance Award

FCAN
FEDERATION OF CHRISTIAN ASSOCIATIONS OF THE PHILIPPINES
1950-1952 P.

J. Functions of the FCAN Executive Board and Other Items

1. Secure recognition award funding through grants request or any fund raising and sponsorship if grants is not possible
2. The executive board shall call or make the announcement of the award nomination no later than every 15th of September during the recognition-award year
3. Promotes the call for nominations through advertising such as posters, in newsletter, through social media, word of mouth and other appropriate means
4. Receives and compiles all the nomination and have them ready for evaluation by the judges
5. Seek and/or select 5 volunteer judges
6. Perform the nomination screening to ensure eligibility
7. Perform the screening of multiple nominations to a nominee in the same category (refer to the rules and eligibility) and informing other nominators that the rules negate their nomination
8. Perform the tracking and recording of nominations received in a tracking tool or a nomination log-sheet
9. Ensures that during the recognition award year, the recognition award will occur at the same time as the Christmas gala
10. Provide other necessary planning and logistic support such as printing and compiling of submitted nominations purchasing of supplies, plaques and meeting room and meals during jury evaluation and award decision making
11. All recognition award records including nominations, support material, judges' evaluation shall be kept confidential by the secretary of the FCAN Executive board
12. The FCAN executive board reserves the right to accept or reject nominations (including multiple nominations to a nominee in the same category); reserves the right to make fair/reasonable modification on the category definition, judging criteria and scoring mechanism; and reserves the right to cancel any and/or all awards fairly and reasonably at any time

K. 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	<p>“SECTION 2. Regular membership shall be open to:</p> <ul style="list-style-type: none"> 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 adaption, 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	Since the inception and up to present existence of the association

L. Example of the Completed Nomination Form



FILIPINO-CANADIAN ASSOCIATION OF NIAGARA

Incorporated as a Non-Profit Organization 1997

Corporation Number: 001148707

FCAN MAHARLIKA AWARD NOMINATION FORM AND GUIDELINES

Step 1: GENERAL INFORMATION – *(This step provides information about the nominator, the nominee and selecting one award category the nominee is being nominated. Note: only select one category per nomination form)*

a) Please provide the nominator's information *(The person making the nomination)*

Last Name:	Mabait	First Name:	Joanna
Address:	75 Hummer Dr., St. Catharines, ON L2X 4Y9		
Telephone:	905 679 8809	Gender:	<input type="checkbox"/> M <input checked="" type="checkbox"/> F
		Age Group Code (Please see Legends)	B
e-mail address:	jmabaitalaga@yahoo.com		

b) Please provide the nominee's information *(The person being nominated for an award)*

Last Name:	Tamad	First Name:	Juan
Address:	7 Lucky Dr., St. Catharines, ON L5X 4H9		
Telephone:	905 777 1313	Gender:	<input checked="" type="checkbox"/> M <input type="checkbox"/> F
		Age Group Code (Please see Legends)	A
e-mail address:	sabilangtamad@gmail.com		
If the nominee is an immediate family of a member, what is the name of the FCAN member			

c) Please select one nomination category *(Select only one category per nomination form.)*

Please refer to the Recognition Award Guidelines for the description, definition, and judging criteria for each of the award category

<input type="checkbox"/> 5) "Volunteer Award-FCAN Organization"	<input type="checkbox"/> 5) "Academic Excellence in Under-Graduate or Post Graduate Studies"
<input type="checkbox"/> 6) "Volunteer Award-Community"	<input type="checkbox"/> 6) "Excellence in Sports"
<input type="checkbox"/> 7) "Art and Culture Achievement Award"	<input checked="" type="checkbox"/> 7) "Lifetime Achievement Award"
<input type="checkbox"/> 8) "Academic Excellence in Secondary Level"	<input type="checkbox"/> 8) "Career Success Performance"

Step 2: Nomination Composition, Part A – Nominee’s Biography, Resume, History or Background:

Of no more than a total 250 words, provide brief biographical information for the nominee. Please see the Legends for an example of the biographical composition. For accuracy purposes, the nominator is encouraged to fact check the bio with the nominee

The biography is not necessary in paragraph form, you can also itemize, or you can just simply submit/attach a biodata or resume if the nominee provided you with one.

Composition:

In the winter of 1988, Juan Tamad, his wife and two young children independently migrated to Canada from Quezon City, Philippines. Since coming to Canada, the family resided in Guelph, Ontario until they moved to St. Catharines in December 1993 and still in St. Catharines to the present date.

In 1975, Juan completed his college degree in Agricultural and Biosystems Engineering with University of the Philippines, Los Banos, Laguna. The following year, he successfully passed the Engineering board examination conducted by the Philippines’ Professional Regulation Commission. In 1980, he finished his master’s degree in Business Administration at the University of the Philippines and completed his doctoral degree four years after. He worked as a professor with UP-Diliman for 4 years until his migration to Canada.

While in Guelph, Juan completed a 5-year Agriculture Engineering with the ECO Canada, which he is still a good standing member to date.

Having been at a various capacity, the last of which as a Senior Agricultural and Environmental Engineering Consultant, Juan has just recently retired from his over 33 years of dedicated employment with a leading Environmental Engineering services company in Grimsby, Ontario.

Step 3: Nomination Composition, Part B – Nominee’s accomplishments that exemplify his or her nomination for the selected category.

- Please list a maximum of 5 best accomplishments/achievements of the nominee that are relevant to the nomination category as selected in Step 1, part c.
- It will also be beneficial to list the nominee’s membership in other worthwhile organization and if any, previous recognition award received from other organization
- If the space provided for below is not enough, please use a blank supplementary page to complete your composition
- For the categories Academic Excellence-Secondary and Academic Excellence-Graduate or Post-graduate studies, please only provide the school/university name, the year of graduation and the highest honor the nominee received. Please see the guidelines for eligible highest honor

For accuracy purposes, the nominator is encouraged to fact check with the nominee

What is the Nomination Category?

(As selected in Step 1, part c)

“Lifetime Achievement Award”

Composition:

He has been an active member of the Filipino-Canadian Association of Niagara for twenty years:

- A long standing/serving member of executive board at various positions
- Member of the FCAN dancers and continues to appear in many presentations such as during the gala, ambassador ball, dancing in seniors’ home
- Was volunteer teacher of Pilipino language, history, and literature in Niagara
- Played a vital role in promoting active living and sports, such as golf, basketball among the Filipino community in Niagara Region

Juan is also a devoted citizen of the Niagara community and continue to be the pride of FCAN and the whole Filipino community as a whole

- Was a board member of Folk Arts Niagara
- In 2005, Juan was elected as a trustee to the Niagara School District Board

Step 4: Nomination Composition, Part C (Optional) – Support letter or testimonials from other organizations or individuals.

This step is optional but providing the support letter and testimonials will likely strengthen the nomination.

Please select and submit all that apply from the following:

- I am submitting a letter of support from other organizations
- I am submitting a testimonial or letter of support written by an individual
- Others being submitted, please specify:
- 1.
 - 2.
 - 3.

Step 5: Nominator’s Declaration and Attestation:

To the best of my abilities, I certify that the information provided in this nomination is true, accurate and complete. I also attest that I have asked, and the nominee consented the use of his/her photos and biographical materials for purposes of the FCAN Maharlika Award activities.

Signature: *(Not required if the completed nomination form is submitted as an attachment to an email)*

Date:

Print Name of the Nominator

Joanna Mabait

M. 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:

- Get a copy of the FCAN Maharlika award nomination form
 - Select one category that you would like to nominate the person. For example, the category of “Volunteer Award-Community”
 - 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 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
 - The nominator in coordination with the person being nominated, shall complete the nomination form, and submit accordingly
 - 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

- Be specific in how the nominee met the award criteria
- Give specific examples that explain why he/she deserves to be recognized
- 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. All the awardees will be prominently featured in the December issue of the FCAN Newsletter

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 best suit for a 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 in the December issue of the FCAN Newsletter.

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 published and included in the December issue of the FCAN Newsletter.

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 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.

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].

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, 3 categories have a limitation period of “in the last two years.” They are the “Academic Excellence in Secondary Level,” the “Academic Excellence in Under-Graduate or Post Graduate Studies,” and the “Excellence in Sports.” All the other 5 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 five (5) because it is a good number base that will normalize and provide fairness on scoring the winning award. As such, FCAN is adopting the 5-judge judging committee for the purposes of the FCAN Maharlika Award. One of the five judges will serve as the chair or the lead judge.

The 5 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. 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 in the 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.