



The Aurelius Weeks Service Award

Background:

Aurelius B. Weeks was a founding member of the College of West Africa Global Alumni Association ("CWAGAA") and strived for unity within the alumni ranks. Aurelius served on the Elections and Georgia Reunion Committees and encouraged comradery amongst his fellow alumni. Mr. Weeks also made generous financial contributions to the association, in furtherance of its mission.

Purpose of Award:

- To recognize individuals and/or classes for extraordinary service to CWA Global Alumni Association, and the College of West Africa (CWA).

Eligibility:

- Unelected members of the CWA Global Alumni Association who provide extraordinary voluntary service to the CWAGAA and/or CWA.

Description of the Award:

- The Service Award will consist of a plaque and framed certificate. The award will be presented at the annual convention every year.

Nomination Procedure:

- Nominations may be submitted by any member of the alumni community, faculty, staff or class leadership, two months prior to the convention.
- The media team will email the membership and share award details on CWA Global website, Telegram, and other platforms associated with CWAGAA.
- All nominees will be notified of their nominations a month prior to the convention.
- The deadline for nominations will be clearly communicated each year.



Selection Criteria:

- Length & Quality of Service: consideration will be given to the duration and consistency of nominee's service to CWAGAA and CWA.
- Impact & Leadership: The extent to which the nominee's contribution has positively influenced the school's environment and demonstrated leadership qualities.
- Innovation & Creativity: Recognition of Innovative initiatives and creative solutions implemented by the nominee.
- Collaboration & Mentorship: Evidence of the nominees' willingness to collaborate with other alumni and mentor fellow alumni, students or faculty.
- Ethical Conduct: Nominees must exhibit ethical behaviors that are aligned with the values of the association.
- Monetary Contributions: Recognition will be given to monetary contributions supporting school projects within the individual category. However, such contributions are not pivotal to the selection process.
- Class category: Consideration for projects funded or executed with a value of \$10,000 or more.

Selection Process

- The Award committee, consisting of board members, will convene and review all nominations.
- The Committee will assess each nominee based on the established criteria and may consult with the managing officers for clarifications if necessary.
- A lottery drawing will be conducted in instances where two or more finalists obtained equal scores.
- Two or more nominees from the individual and class category will be selected to advance to the Board to vote on the award winners.
- The selected recipient (s) will be notified one month prior to the annual convention.
- Recipients will be presented with a personalized Plaque commemorating their service to CWAGAAA or CWA at the annual convention ball.
- Committee members with conflict of interest will be kindly requested to abstain from voting.



Supporting Material

Submitter must provide sufficient supporting documents for the award committee to evaluate. Supporting material must include the following information:

- A statement about the nominee and a description of how the service benefited CWAGAAA and/or CWA.
- A concise overview of the nominee's exceptional service concerning a project, plan, or event, and demonstrate how their contributions is aligned with the award criteria. Including tangible examples in your supporting statement is crucial for the selection process.

Note: These requirements are subject to periodic review and revision by the Award Committee members and approval by the Board.