

CCAЕ PRIX D'EXCELLENCE

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[Award Categories and Descriptions >>](#)

[Host Coordinators >>](#)

[Online Entry Form>>](#)

[Archived Winners >>](#)

CALL FOR ENTRIES

The PRIX D'EXCELLENCE is the annual awards program of the Canadian Council for the Advancement of Education recognizing outstanding achievements in alumni affairs, public affairs, development, student recruitment and overall institutional Advancement.

But this program does more than honor excellence – it provides a chance to have entries assessed by Advancement colleagues and external judges. Three judges must make up each judging panel, one from inside the advancement profession and, it is suggested, two from outside the university or college environment. All entrants receive constructive comments from people who have taken a thorough and thoughtful look at each submission.

Here are some highlights of the 2010 competition:

- Entries can be submitted in more than one category.
- Winning entries will be displayed at the CCAE National Conference in Victoria, BC
- Contact information for each category will be posted as it is confirmed.

HOW TO ENTER

Read these rules carefully! **INCOMPLETE AND LATE ENTRIES WILL BE DISQUALIFIED.** Entries, cheques and online payments must arrive at their respective destinations no later than the end of the business day on **Friday, March 5, 2010.** Because of the volume of entries we receive for this popular program, **THE DEADLINE WILL NOT BE EXTENDED.**

ENTRY RULES

1. **All entries must be typewritten and legible in order to be judged.**
2. Work produced in the calendar year 2009 is eligible with these exceptions: Best WWW Homepage and Best WWW Department or Program Website, which will be judged on appearance and content between Friday, March 5 and Friday, April 9, 2010, and Best Case Statement, which will accept your institution's case statement currently in use.

3. Work produced in collaboration with an external provider (such as an ad agency or graphic designer) is eligible.
4. Ensure you select the category name and category number on the online entry form (available soon).
5. Entries may be in French, in English, or bilingual.
6. Entries must be made in the name of the institution and contributing department(s).
7. Each institution may submit no more than five entries in each category.
8. **Entries should be sent to the host coordinator** whose name appears in conjunction with the category description. Send **HARD COPIES/DVD/CD (4)** of all materials. **IMPORTANT: You must submit the required number of copies (4) for your application to be considered. Materials sent to the CCAE National Office will not be considered.**
9. **Please complete one online registration for each entry.**
10. **Entries may be submitted in more than one category. Note: if paying for more than one entry on one cheque you must provide a copy of EACH confirmation to match the payment.**

YOUR SUBMISSION

There are two parts to a CCAE PRIX D'EXCELLENCE entry: your work sample itself and a statement of objectives and **results**. Entries without a statement will not be considered. The statement, not to exceed **TWO WORD-PROCESSED PAGES**, must include:

- Title, category of entry and entrant's name and full contact information.
- Target audience: size, location, etc.
- Goals: what are you trying to achieve? How does this program relate to your institution's overall goals? Clearly articulated goals are one of the most important parts of your submission. Judges will be looking closely at this section in order to evaluate the overall entry.
- Implementation plan: who developed it, timeframes, how the work was scheduled and carried out, and any special circumstances or limitations that may have affected the results.
- **Results: how well did your entry meet its stated goals? Demonstrate solid, clearly defined goals and measurable objectives. Provide quantitative or concrete documentation of results. If it is too soon to evaluate results, explain how you plan to do so.**

NOTE: Judges will pay close attention to the statement of objectives and results, so ensure they are clear, concise, and do **NOT EXCEED THE TWO-PAGE MAXIMUM**. If necessary, attach additional materials in appendices. Judges will be working with a minimum points grading system. Your submission will be judged on what is offered in your statement of objectives. It will be given points for its goals, the implementation plan and the **results**. Please include this information in your statement.

ENTRY PROCESS

Complete the online entry form. Separate forms are required for each category entered. The purpose of this form is to indicate your intention of submission and to pay either by credit card online or by cheque.

You will receive an email confirmation of your submission. If you do not, please contact the CCAE National Office at admin@ccaecanada.org.

Submissions should be sent to the host coordinator whose name appears in conjunction with the category description. **Send FOUR HARD COPIES/DVD/CD (4)** of all materials. **IMPORTANT: You must submit the required number of copies (4) for your application to be considered. Materials sent to the CCAE National Office will not be considered.**

A \$57.75 fee (GST included) or \$62.15 (HST included), depending on your province of residence, for CCAE members and a \$86.63 (GST included) or \$93.22 (HST included), depending on your province of residence, for non-CCAЕ members, must be paid for each entry, **to the CCAE National Office**. Payment can be by credit card or cheque. **If paying by cheque, allow sufficient time for it to arrive before the Friday, March 5 deadline.**

IMPORTANT: please do not send any material to the CCAE National Office.

SENDING YOUR APPLICATION TO THE HOST COORDINATOR

REMINDER: before sending your application to the host coordinator, make sure you have:

- Included your statement of objectives and **results** indicating the category name and the category number.
- Included all your contact information, including phone number, address, and email.
- Included **FOUR HARD COPIES/DVD/CD (4)** of your materials with your statement of objectives, which clearly identifies goals, implementation and **results** of your program. Remember, your application will not be considered if you don't submit the appropriate number of **copies (4)**.
- Read carefully all the entry rules and entry process to avoid delays and misunderstandings that could lead to disqualification of your submission.
- Ensure you have pre-registered online and paid and also included of copy of it with each submission. The judges will not accept material that has not been pre-paid. Each judge will receive a list of online, paid applicants from their category. If you do not appear on that list, you will not be judged. If you are not sure if your online form was received and paid, contact the National Office at admin@ccaecanada.org.

If you have any questions, please contact the Chair of the 2010 CCAE PRIX D'EXCELLENCE:

Susan Rankin

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