

Site-based recognition

Meaningful recognition is different for everyone. Some people like to be acknowledged publicly and some prefer to receive recognition privately. Consider ways your recognition programs can involve different elements to appeal to all, such as an awards presentation and a personal letter or card to take home.

- To align with the Covenant values and Mission Awards categories consider ways you can focus recognition through the lens of our six values: Compassion, Respect, Collaboration, Social Justice, Integrity and Stewardship.
- Consider designating a value of the month and posting quotes or images about this value. Get team members involved by sharing what this value means to them and suggestion examples of how individuals and teams live the value.
- Consider forming a multi-disciplinary committee that can promote recognition all year long, encourage nominations and help plan celebrations. Different perspectives and experiences enhance the process. More people involved can encourage more recognition.
- Consider having your site or program leadership send the nominees a letter commending them on their work. Nominees can share this letter with their supervisor and/or place it in their employee file to add to the recognition experience.
- Consider having a plaque or bulletin board that stays up year to year where names of each year's nominees or recipients can be engraved or posted.

Planning recognition and Mission Awards celebration events:

Take time to consider if your site will have one or two events to celebrate nominees.

1. Recognition/celebration of site nominees

This celebration would be to announce all nominations received at the site and announce which recipients will be moving on to Covenant Mission Awards

The best window of time for a celebration event is December 18, 2023 – March 1, 2024. After the nomination deadline of December 15, 2023, site committees will need to adjudicate nominations and select recipients. If you are having a recognition celebration to announce the nominees/site recipients consider:

- What type and size of gathering? Should it be in-person or virtual?
- What time works best at your site for a recognition event? Is it over lunch, in the afternoon or evening?
- Is it a formal program or a drop-in type reception?
- Is there another event with which you can align your site recognition awards? For example, a Milestones event, fall festival, or Sisters legacy celebration.

- Does your site only have one nomination per value and would rather have a site announcement celebrating nominees through email or at a site meeting and plan more for a viewing party for Covenant Mission Awards online celebration (see #2 below)
- Will your site present certificates, pins, an engraved trophy or plaque, or a flower?

2. Site Viewing Party - Covenant family Mission Awards live online celebration

This event would be to host a site viewing party to watch the live online celebration together with all the nominees and your site community.

The 2024 Mission Awards online live celebration will take place at the end of April (specific date to be determined).

Considerations for planning.

- What type and size of gathering fits best; chose a place where you can join the Zoom celebration with a computer/camera. Will there be one viewing party for all or multiple viewing parties throughout the site?
- Who will be invited? Can you invite Community Board members?
- Consider having your site or program leadership present Covenant Mission Awards certificates (*provided by Mission & Spirituality office prior to the event*) to the nominees
- Consider having refreshments and decorations
- Consider a “selfie wall” or poster background. This would be a designated area where photographs can be taken and shared on Covenant social media.
- Once your viewing party plans are confirmed, please inform [Sairah Jacob-Scaria](#) so we can feature the nominees/recipients on the Zoom wall during the celebration.

***Note:** *For all planned event, please ensure you follow COVID-19 guidelines if they apply at the time of your event.*

Share what you do with others

What else makes your site recognition process and event great? Share your successes with others by sending them to MissionAwards@covenanthealth.ca.