

Marie-Claire Chinniah French Book Award of Distinction

- Winter/Spring:
- Designated Program: French
- Special Characteristics: This annual award was established in 2010 in honour of Marie-Claire Chinniah when she retired after devoting her career to the Douglas College French Program since its creation.

Purpose

The purpose of this annual fund is to provide a book award to Douglas College students who have taken at least one French course.

Operation of the Fund

The following conditions will govern the operation of the fund:

1. The French Language Awards Committee will select the recipient.
2. The amount of the book award shall be approximately \$100 annually based on the cost of book, i.e. the cost of a bilingual dictionary. A departmental expense report must be submitted as follows:
 - a) Committee representative must send an email outlining the item to be purchased, the item price, and the recipient name and student number to the Foundation Coordinator, and copy Sandy Struthers, Manager/Financial Information;
 - b) Committee representative must then submit an expense report, signed by the Dean of the Faculty of Language, Literature and Performing Arts, to Accounts Payable. A photocopy of the report should be sent to Sandy Struthers;
 - c) A cheque will be issued and mailed to the committee representative.
3. Criteria:
 - a) The recipient will have demonstrated outstanding improvement in a French course taken in either the summer, fall, or current winter semester;
 - b) The student must be enrolled as a student at Douglas College when the book is awarded;

4. Presentation:

- a) The book will be awarded to the recipient on the last day of class, or if the recipient is not taking a French course in the winter semester, a French instructor will contact the student and offer the award in person;
- b) The winner's name will be announced in all French classes;
- c) With the written permission of the recipient, the name will be posted on the College's webpage, in the student newspaper (if possible), and on a poster the French instructors will create which will be posted in permanence.

5. Review of the flow-through fund and these terms of reference will take place as needed.

Notes

- All conditions and terms outlined in this document may be changed by the Foundation Board to reflect new, evolving, or emerging college and student needs. Donors will be consulted regarding proposed changes.

Signature: _____
Acting Dean, LLPA

Signature: _____
Hazel Postma, Associate VP External Relations
Douglas College Foundation

Date: _____

Date: _____