

Sample
Support Documentation
For
CPA Alberta
Achievement Awards

Supporting Letters

Thank you for taking the time to submit a nomination for a deserving candidate for the CPA Alberta Achievement Awards.

The samples provided will help you understand what details are required in the supporting documentation for a thorough package, a vital component of a successful nomination. The quantity of letters is unimportant, rather quality endorsement letters should be considered and submitted with the nomination file.

The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance. Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the community.
2. The details of the nominee's involvement with the organization, including:
 - The role of the nominee
 - Significant accomplishments
 - The actions or duties the nominee took to achieve the accomplishment
 - The time commitment (if applicable)
 - The impact of the nominee's work on the organization

Other support materials:

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

Please peruse the samples at your convenience. If you then have any further questions, please contact awards@cpaalberta.ca.

Fuzhou & Co. LLP

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September 15, 2020

Nomination Committee
CPA Alberta
1900 TD Tower, 10088
– 102 Avenue
Edmonton, AB, T5J 2Z1

Dear Committee Members:

Re: Support letter for Early Achievement Award for Julie Brown, CPA, CMA

I have known Julie since she achieved her designation in 2009 and since that time she has continued her professional growth through her volunteer commitments and work, especially mentoring of staff, at Fuzhou & Co. LLP.

Julie is very active in the Edmonton Scottish Cultural Club. For 2012-2013, she served in the role of Past President, having just completed a two year term as Club President. Among many others, a notable achievement during Julie's tenure was her creation of the Club's Volunteer Tax Service program. This is a volunteer program that assists low income families in Northeast Edmonton neighborhoods in filing their income tax returns. This program was formally adopted by the Club and will continue to assist the families who require this service for many years to come. Through her long involvement with The Scottish Cultural Club she has also coordinated, planned and volunteered for the following events: Roseview Head Start-2011 and 2012 Annual Winter Celebrations, Mustard Seed, 2011 International Women's Day, and the Edmonton Early Career Club's 30th Anniversary Gala event.

Julie's expertise and professionalism led to her being asked to serve on a committee of Alberta Entrepreneurs (a not-for-profit organization), which mediates loan applications for young entrepreneurs seeking funding through the Canadian Youth Entrepreneur Foundation. The Canadian Youth Entrepreneur Foundation is a national charity that supports youth ages 18-34 in their endeavors to launch a successful business. This committee meets on an as-required basis, on average once every two to three months for two to three hours per session.

Recently, Julie was asked to prepare and present a professional development session for the College of Dentistry for graduating students and recent graduates. This session outlined the role of the accountant in their practice and appropriate financial recordkeeping.

Julie was an exemplary student when studying with the CPASWB and now she currently mentors and counsels articling students at our firm. In order to provide the best support to these students, Julie has marked several modules over the last 5 years. During this period she has also been a reviewer and arbitrator.

Julie has accomplished all of this while employed in public practice and achieving Associate Partner level in our firm. We are very proud of her accomplishments to date and believe she is very deserving of an Early Achievement Award.

If you require any additional information or documentation to support her contributions, please do not hesitate to contact us.

Yours truly,



Dawn Fuzhou, CPA, CA

Partner

Early Achievement Award: Sample Support Letters

September 21, 2020

Nominations Committee
CPA Alberta
1900 TD Tower, 10088 – 102 Avenue
Edmonton, AB, T5J 2Z1

RE: Volunteer Tax Clinic Program

Dear Nominations Committee:

This letter confirms that Julie Brown, CPA, CMA has volunteered as part of the CPA Alberta Volunteer Tax Clinic Program at these locations for several years:

- Calder Place
- St. Andrew's Centre
- Canadian National Institute for the Blind

Through this valuable program, CPA volunteers help low-income Albertans complete their tax returns free of charge. The clinics are held in Edmonton, Calgary, Lethbridge, and surrounding communities, and run from March to the beginning of April. The clinics are held in co-operation with seniors' homes, community centres, and other not-for-profit agencies. The volunteer commits an average of 3 hours per clinic. Therefore she volunteered an average of 12 hours. The tax clinic program hosted by the CPA consists of helping low income families or person, by having a CPA volunteer their time and services to file their returns.

Last year, one of Julie's tax clinics was cancelled due to a lack of registrants. Immediately she emailed me asking if there's another organization that would benefit from her services. Calder Seniors informed me that they know an elderly woman who couldn't leave her house, but really needed to get her return done. I suggested this opportunity to Julie and without any hesitation she accepted. She even offered that if there were other people who couldn't leave their home, she would go to them as well. Volunteering at a tax clinic is not for everyone—you need to be strong minded, patient and empathetic. I would not hesitate to recommend her for any organization's tax clinic.

I sincerely recommend her for the Early Achievement Award; she is truly deserving.

Regards,



Juanita Caovilla
Administrative Assistant
Professional Services