



Letters & Certificates of Commendation

A Simple Guide for CFUW Clubs

What is a Commendation?

A Commendation is an official award presented to an individual or organization for exemplary actions that align with CFUW's goals and values.

Who Can Receive a Commendation?

Individuals, companies, local City Councils, or Ontario provincial ministries and ministers.

For guidance on jurisdictions, see the "Who Does What" document in the Advocacy section at cfuwontcouncil.org.

Why Issue a Commendation?

Club Level	Ontario Council Level
Can be awarded at any time — AGMs are ideal — with no limit on how many a club can issue.	Designed for province-wide impact and presented at the Ontario Council AGM.

Option 1: At the Club Level

All Commendations require approval from your Club Executive. While usually driven by the Advocacy Committee, input from all club members is encouraged.

Two Ways to Identify a Commendation Topic

A

Immediate Recognition (Past/Current Actions) — For an outstanding initiative that has already happened or is underway. You must first review the initiative's effectiveness and who it benefits.

B

Strategic Focus (Long-Term Project) — The Advocacy Committee chooses a specific area of interest aligning with the CFUW mandate, researches who is making an impact, gathers documentation, and drafts the case for recognition.

The Approval Process

Regardless of your approach, the Advocacy Committee must complete the background research and present a formal proposal to the Club Executive for approval.

How to Issue a Letter of Commendation

See Appendix 1 for a sample letter.

1

Draft the Letter — Keep points concise, clear, and fully supported by your research.

2

Get Final Approval — Submit the draft to your Executive if they request to review it.

3

Send — The letter must be signed by the Club President and sent to the recipient.

4

Engagement — Consider inviting the recipient to be a guest speaker at an upcoming meeting or your AGM.

How to Issue a Certificate of Commendation (Optional)

See Appendix 2 for the Certificate template.

1

Complete, print, and frame the certificate featuring both the CFUW OC and local Club logos.

2 Invite the recipient to your next meeting or AGM as a guest speaker.

3 Present the framed certificate at the end of their presentation.

4 Send press releases and Letters to the Editor to local media outlets to publicize the achievement.

Option 2: At the Ontario Council (OC) Level

A Commendation from Ontario Council requires formal approval by a vote of the Ontario Council Executive. Recipients may be invited to the Ontario Council AGM to boost CFUW's province-wide profile.

Two Ways to Propose an Ontario Council Commendation

1. Club-Proposed (Province-Wide Impact)

Clubs can propose a provincial commendation for initiatives that benefit all of Ontario — for example, a new provincial law that supports women or social justice.



Submission: The club must submit a formal Commendation Proposal (see Appendix 3) by April 1st to be considered for the AGM.



Timeline: The “Call for Commendations” is sent out to clubs at the same time as the “Call for Resolutions.”



Responsibility: The proposing club is responsible for all background research and factual accuracy. The proposal is vetted by the OC Resolutions Committee before going to the Executive vote.

2. Proposed by Ontario Council

The Ontario Council Advocacy Committee can directly author a provincial commendation. They must follow the same proposal and documentation process outlined above.

Implementation

Once approved by the Ontario Council Executive, a Letter of Commendation and an official Certificate will be prepared for presentation (see Appendix 4).

Appendix 1: Sample Letter of Commendation

An example you can adapt for your own club.

Header: Club's Logo

Date

Name, title and Address of Recipient:

The Mayor and City Council Members of _____

Dear _____:

On behalf of _____ (Club Name), I am writing to commend you and the City Council on your December 6, 2023 declaration that Intimate Partner Violence (IPV) is an epidemic in our City.

In Ontario, the Canadian Federation of University Women (CFUW) Ontario Council has over 4000 members and 48 clubs across the province. Our members seek to improve public policy in education, the status of women and girls, human rights, peace, justice, and the environment. CFUW Ontario Council is affiliated with the Canadian Federation of University Women (CFUW) nationally, which represents 92 clubs across Canada.

In June of 2022, after hearing from many experts across the Province working in the field of Intimate Partner Violence (IPV), an inquest jury in Renfrew County returned 86 powerful recommendations about violence against women and children. The first of these was the need for the Ontario Government to declare IPV an epidemic in this Province.

We recently wrote to you reporting that “Victim Services of Simcoe County along with other organizations serving women and children at risk are reporting an increased demand for their services. We are calling on you and our City Council to do this for our community.”

While this declaration is just a beginning, it represents a strong first step in the right direction. We're confident that you share our commitment to eradicating this plague.

With every new municipality that steps up and does the right thing, our Provincial Government will see the urgency of this issue at last.

We would welcome the opportunity to speak with you about the ways in which we can support you in this initiative at your earliest convenience. Thank you!

CFUW Club President

Address

Appendix 2: Club Level Commendation Certificate Template

A certificate template is available on Canva for your use: <https://canva.link/n5n9q3y42pir7fm>


CERTIFICATE
- OF COMMENDATION -
PROUDLY PRESENTED TO:
add name

add brief reason for commendation

Add club name & President

Appendix 3: Ontario Council Commendation Proposal Form

(maximum 3 pages)

Name of Club Submitting Proposal: _____

Contact person and email: _____

Date: _____

TITLE: COMMENDATION TO _____

(Name of Individual or Organization to be Commended)

WHEREAS:

AND WHEREAS:

BE IT RESOLVED that CFUW ONTARIO COUNCIL COMMENDS

(Name of Individual or Organisation to be Commended) for:
(brief description of action/project)

BACKGROUND INFORMATION:

Provide rationale for the Commendation, a brief history of the initiative and its benefits to the province.

Statistics and sources should be included for impacts the initiative has had. Information should be concise, current, and accurate.

If a person is being commended, the rationale for commendation based on an initiative and role in the initiative or lifelong service must be included.

Appendix 4: Implementation of an Ontario Council Commendation

Following approval by the Ontario Council Executive,

1. The Ontario Council Secretary will send a Letter of Commendation to the recipient (with an invitation to attend the Ontario Council AGM or other event as a guest speaker), and copied to the proposing Club;
2. The Secretary will print and frame the certificate;
3. The certificate will be presented to the recipient at the next CFUW Ontario Council AGM or other event, as appropriate;
4. Press releases, etc. will be issued (written by the Resolutions/Advocacy Committee).