MEMORANDUM

To: OISE Community

From: Glen A. Jones, Acting Dean

Date: January 4, 2010

Re: Staff Excellence Award Named in Honour of Dr. Claire Alleyne

I am very pleased to announce that on December 16\textsuperscript{th}, 2009 the OISE Faculty Council voted unanimously to rename the Staff Excellence Award, the Dr. Claire Alleyne Staff Excellence Award. This was done in recognition of Claire Alleyne’s retirement after more than 35 years of exemplary service, as well as her enormous dedication to and respect for administrative staff.

Claire Alleyne began her career at the University of Toronto more than 35 years ago. She was Registrar at FEUT from 1988 to 1996 and was the Registrar at OISE from 1996 until 2009. Throughout her career Claire modelled a strong commitment to excellence and innovation in serving the needs of students and faculty. This was recognized in 1994 when she was awarded the Chancellor's Award of Excellence at the University of Toronto.

Claire has always believed that administrative staff play a key role in the work of the university and should be recognized for their enormous contributions to our community. For this reason she was an early advocate for the establishment of the OISE Staff Excellence Award. Renaming the award in her honour is truly a fitting tribute.

Claire has made an initial donation to the Dr. Claire Alleyne Staff Excellence Award to recognize the staff of the Registrar’s Office who work tirelessly on behalf of OISE, the University and our students. If you would like to make a donation in honour of Claire’s retirement, I invite you to fill out the attached Gift Commitment Form and return it to Ina Hupponen in the Dean’s Office (12-138). If you have any questions, Ina can be reached at 416-978-1126 or ihupponen@oise.utoronto.ca.
GIFT COMMITMENT FORM
Dr. Claire Alleyne Staff Excellence Award

NAME ___________________________   PHONE ___________ FAX ____________
TITLE _____________________________E-MAIL___________________________________
ADDRESS  ________________________________________

Donation Payment Options (please check one)

Option #1
□ Cheque enclosed (made payable to University of Toronto) in the amount of $ _______________
□ Post-dated cheques enclosed in the amount of $_________________

Option #2
□ Credit Card payment in the amount of $ ______________
□ VISA □ Mastercard □ AMEX Card #: ______/______/______/______ Exp: ____/____

Name of Cardholder: _______________________ Signature: _________________________

Please charge Monthly/Quarterly/Semi-Annually/Annually (please circle one)
Installment(s) of $ ___________ for a total of $ ___________ Beginning in ___________ (month), 20___and
Ending in ___________ (month), 20____

Option #3
□ Monthly Payroll Deduction:

I would like to make a monthly* gift of: $______________
*I understand that I can change my monthly gift at any time via written notice. I am aware that my T4 slip acts as my tax receipt.

□ Please begin my monthly payroll on: _____/_____/_____ □ Please continue to make this deduction until Day Month Year notified otherwise

□ Please end my deduction on: _____/_____/_____ Personnel number:___________________

Option #4
If you would like to create a gift of securities please contact Geoffrey Berry at 416-978-2214 or
goffrey.berry@utoronto.ca.

If you would like someone to contact you regarding a gift of securities please check □ and return this form to the contact person below.

Please return this form along with your donation (if applicable) to:

All donations of $10 or more will receive a charitable tax receipt.
The University of Toronto respects your privacy. We do not rent, trade or sell our mailing lists.

BN charitable registration # 108162330 RR0001