



Tips for Submitting a Compelling Nomination

The annual BC Achievement Community Award celebrates the spirit, imagination, dedication and outstanding contributions of British Columbians. Selection of Awardees is based on the completed nomination packages submitted.

To make a Nomination Letter stand out, the nominator should explain and include concrete examples of what makes the nominee *outstanding* (i.e. exceptional) and how the nominee has gone above and beyond to raise the quality and character of their community.

Nominator's Letter (max 500 words) should explain how the nominee has:

- Been an advocate or champion in their work- or volunteer-related endeavours;
- Enriched/touched the lives of others in their community and/or throughout the province of BC;
- Shown leadership, courage and dedication;
- Devoted or given their time and expertise to voluntary service;
- Become a role model i.e. mentor in their field;
- Demonstrated excellence, innovation and creativity.

A compelling Nomination Letter may also include other details such as:

- How things were in the community prior to the nominee's efforts;
- The sustainability of their contribution/s;
- How their efforts have positively impacted the community or province;
- Any extraordinary circumstances or challenges the nominee has faced (i.e. provide biographical or historical context, if helpful); and
- Why the jury should select this submission above the others.

The Biography Statement about the nominee should:

- Provide an outline/summary of the nominee's life experiences, background, education and training (i.e. certifications, degrees etc.);
- Address the length of the nominee's work- or volunteer-related experiences;
- List the special appointments, awards or postings the nominee has received as a result of their work or volunteer contributions.



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Letter of Support (*max 500 words*) should:

- Be written by individuals who know the nominee well enough to be able to speak about the impact of their achievements from first-hand experience (e.g. colleagues, fellow volunteers, civic or other community members);
- Be current and written specifically for the Community Award program.

NOTE:

- Letters of support should NOT simply state that an individual supports the nomination;
- They may be provided by past award recipients, or other well-known people in a similar field to the nominee;
- Be sure to request letters of recommendation early on so the referee has time to write a strong letter;
- Be concise. When describing a nominee, keep explanations clear and to the point. If a word count is provided, *please try to adhere to it.*

Language

- Strong nominations often use descriptive words to describe the nominees such as: advocate, leader, innovator, trailblazer, mentor, supporter, commitment, dedication, recognition, determination, exemplary, admired, motivated, passionate, inspirational, extraordinary, resourceful, persevering, tireless, resilient.

Presentation

- Check spelling. Proof read all documents before submitting them;
- Ask a friend/colleague to review documents before submitting them (they may have suggestions to make the nomination clearer or more concise).