



BC Achievement Community Award

Tips for Submitting a Compelling Nomination

The Community Award celebrates the spirit, imagination, dedication and outstanding contributions of British Columbians. Selection of Awardees is based on the nomination packages submitted. Each complete nomination must include a letter from the nominator, a biographical overview (or copy of the nominee's resumé) and two letters of support. Up to five additional materials (ten pages maximum) may be submitted.

A compelling nomination presents details and concrete examples of what makes the nominee 'outstanding' and how the nominee has gone above and beyond to raise the quality and character of their community.

The nominator's letter (500 word maximum) 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;
- Shown leadership, courage and dedication;
- Devoted or given their time and expertise to voluntary service;
- Become a role model or mentor in their field; and
- 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; and
- Why the jury should select this submission above the others.

The Biographical Overview (250 word maximum) should:

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

The Letters of Support (500 word maximum) 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 and come from outside the nominee's immediate family (e.g. colleagues, fellow volunteers, civic or other community members);
- Be current and written specifically for the Community Award program; and
- Not simply state that an individual 'supports' the nomination.

Please note:

- When describing a nominee, keep explanations clear and to the point.
- Please adhere to the word count provided and proofread all documents before submitting them.
- 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.
- Be sure to request letters of support early on so the referee has time to write a strong letter.