



2022 NOMINATION GUIDE & TIPS

“It is vital for us, perhaps now more than ever, to shine the light on all the good that is and happens every day, all around us.

Photo & Quote: 2021 Community Awardee, Dr. Jane Jae Kyung Shin

AWARD PROGRAM OVERVIEW

The Community Award celebrates British Columbians who go above and beyond in their dedication and service to others. It honours individuals who devote their time and energy to making their communities more caring, dynamic, beautiful, resilient and inclusive.

This Nomination Guide includes important information that should be carefully reviewed before submitting a nomination and tips on how to present a compelling nomination package.

DATES TO REMEMBER

- December 1, 2021** – Nominations **OPEN**
- January 31, 2022** – Nominations **CLOSE**
- May 2022** – Awardees **ANNOUNCED**

All nomination materials must be submitted online by **January 31, 2022 @ 11:59 p.m.**

Nominators have the option to start the online form and save it, however, the completed form and all nomination materials by must be submitted by January 31, 2022 @ 11:59 p.m. for the nomination to be considered.

WHO CAN NOMINATE

The Award program provides an opportunity to publicly acknowledge the transformative efforts of individuals who raise the quality and character of their community and, in doing so, inspire others to do the same. Any person, group or organization may submit nominations for the Award with exceptions noted below.

ELIGIBILITY

British Columbians who have made a significant contribution to their communities are eligible. Their contributions must have taken place in BC either through volunteer or professional work in the areas including but not limited to:

- | | | |
|-----------------------------|------------------------------|------------------------------|
| Arts & Culture | Education | Multiculturalism |
| Business Innovation | Environment & Sustainability | Philanthropy |
| Civic Duty & Public Service | Healthcare | Sports & Recreation |
| Communications & Media | Information & Technology | Youth or Seniors' Leadership |

Please note the following:

- Self-nominations or posthumous nominations are not eligible
- Groups of three or more people are not eligible
- Sitting elected federal, provincial or municipal representatives, or members of the judiciary are not eligible
- BC Achievement board members are not eligible for the Award
- Nominations from the nominee's family members are not eligible (i.e., parents, grandparents, aunts, uncles, siblings, cousins)
- Incomplete nominations are ineligible for consideration
- Past recipients of the Community Award are not eligible
- Nominations of any individual under the age of 19 must be accompanied by the permission of a parent or guardian

HOW TO NOMINATE / APPLY

The nominator must complete the **online Nomination form** and include the following items:

Nominee name & contact information (i.e., street & mailing address, phone number and email. Nominators are encouraged to provide the nominee's website and social media handles, if applicable)

Biographical Overview of the nominee; it should be an outline/summary of the nominee's background information as it relates to the nomination (2500 characters including spaces maximum); OR the nominator may submit a copy of the nominee's resumé

Two support letters for the nominee from other individuals or organizations that describe the value and impact of the nominee's contributions. Support letters should come from outside the nominee's immediate family (2500 characters including spaces maximum)

Letter from the nominator detailing the contributions of the nominee and reasons for the nomination (2500 characters including spaces maximum)

Nominator name & contact information including the length and duration of the relationship with the nominee

Additional Materials - Optional

- Nominators have the option to submit additional materials such as newspaper articles, video or recorded testimonials, additional written support letters, links to YouTube videos, photos, website links, etc. **A maximum of five items (10 pages total and five minutes of video) will be accepted.** All materials must be submitted electronically.

TIPS FOR SUBMITTING A COMPELLING NOMINATION

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

- Strong nominations often use descriptive words to describe the nominees such as: advocate, innovator, leader, mentor, silent hero, supporter, trailblazer, unsung hero, visionary; admired,

exemplary, extraordinary, inspirational, motivated, passionate, persevering, resilient, resourceful, tireless etc.

- Be sure to request support letters early on so the referee has time to write a strong letter
- Please adhere to the character count provided
- When describing a nominee, keep explanations clear and to the point

The Biographical Overview 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 special appointments, awards or postings the nominee has received as a result of their work or volunteer contributions

To make the Letter from the Nominator stand out, it 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
- Demonstrated excellence, innovation and/or 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
- Why the jury should select this submission above the others

Support letters 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
- 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
- Not simply state that an individual 'supports' the nomination.
- Provide examples of how the individual takes their role (job/profession) to a whole new level; describe their vision; explain how the nominee has 'unlocked doors that need to be unlocked' and/or what's the legacy of their work

****All letters should be addressed to 'the Selection Committee'***

UPDATING A NOMINATION

Nominations are valid for three years including the first year of nomination and two subsequent years. Nominators are strongly encouraged to update their nomination package for consideration by the

following year's selection committee if their nominee was not recognized in the previous year's Awardee cohort.

To update your nomination package, please send the following items as an email attachment:

- **A one-page document** (2500 characters maximum) in pdf format highlighting the nominee's contributions to their community this past year. Please include any updates to the nominee and/or nominator's contact information
- **Up to 5 additional materials.** Please indicate which additional materials from last year's submission you would like to replace (we are happy to send you the nomination package submitted last year for your immediate reference)

All updates should be sent by email to kristin@bcachievement.com by **Jan 31, 2022 @ 11:59 p.m.** Please use subject line: **2022 Community Award UPDATE + nominee's name**

BEFORE YOU BEGIN

- Have ALL nominator and nominee contact information on hand (full name, street & mailing address, email and phone number)
- Have all documents ready to upload
- Budget 15-20 minutes to complete the online form

SELECTION OF AWARDEES

An independent jury of community leaders from throughout British Columbia reviews the nominations and selects the awardees. The decision of the independent jury is final. Nominees are notified only if selected for an award.

RECOGNITION

Awardees are recognized at a formal ceremony held in Victoria. The Lieutenant Governor and a representative of the BC Achievement Foundation are invited to present the awardees with the BC Achievement medallion and lapel pin designed by renowned First Nations artist Robert Davidson, CM, OBC, along with a commemorative plaque certificate and letter from the Premier of BC recognizing their achievements.

PRIVACY POLICY

BC Achievement is committed to protecting the privacy of people through responsible management of information received. Nominations are kept confidential between the nominator and BC Achievement. Photographs and information about the award recipients may be used for the promotion of the Community Award and other promotional activities (i.e., on BC Achievement's website, social media channels, in media releases etc.).

FOR MORE INFORMATION

Visit the BC Achievement [website](http://www.bcachievement.com) to view the Community Award program page or contact us at kristin@bcachievement.com (604-261-9777 ext. 103).