



BC Achievement Community Award



2023 NOMINATION GUIDE & TIPS

“Daily acts of service in communities big and small make this province stronger and our people more connected. This award is designed to inspire people in BC by showing the many ways one can contribute to local community and beyond.”

Photo & Quote: 2022 Community Awardee, Dr. Tracey Thorne

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.

AWARD PROGRAM OVERVIEW

The Community Award program 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.

WHY 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.

DATES TO REMEMBER

December 1 – Nominations **OPEN**

January 31 – Nominations **CLOSE**

Spring 2023 – Awardees **ANNOUNCED**

Nominators may start the online form, save it, then return to complete and submit it by the closing date.

The completed form and all nomination materials must be by submitted by:

January 31 @ 11:59 p.m. for the nomination to be considered.

WHO CAN NOMINATE

Any person, group or organization may submit nominations for the award with exceptions noted below:

- Current members of the selection committee, or members of the selection committee’s immediate family may not submit a nomination
- BC Achievement board members may not submit a nomination

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

The following nominations are not eligible:

- Self-nominations
- Posthumous nominations
- Past recipients of the Community Award
- BC Achievement board members
- Groups of three or more people
- Sitting elected federal, provincial or municipal representatives, or members of the judiciary
- Nominations made by family members (i.e., parents, grandparents, aunts, uncles, siblings, cousins)
- Incomplete nominations

Note: 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:

Nominator name & contact information and statement about the length and duration of the relationship with the nominee (1000 max characters including spaces or approx. 175 words)

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

Nominator Letter detailing the contributions of the nominee and reasons for the nomination (2500 max characters including spaces or approx. 450 words)

Two support letters from two separate individuals other than the nominator (2500 max characters including spaces or approx. 450 words) that describe the value and impact of the nominee's contributions

Support letters should:

- Be written by individuals who are able to speak about the impact of the nominee's achievements from first-hand experience
- Come from outside the nominee's immediate family (e.g., colleagues, civic or other community members)
- Be current and **written specifically** for the award program
- Include the writer's name, organization, address, phone and email

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

***Review "Tips for Submitting a Compelling Support Letter" noted below**

Additional Materials – Optional, but strongly recommended

- Nominators have the option to submit materials such as biographical overview, curriculum vitae, newspaper articles, video or recorded testimonials, additional 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
- **Note: each link submitted is considered one additional material**

Selection committee members are asked to review up to a maximum of 10 pages total and five minutes of video – anything beyond that may not be reviewed.

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.

The Nominator Letter 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

Other suggestions:

- Provide an outline / summary of the nominee’s life experiences, background, education & training
- 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 contributions

A compelling nomination letter may 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:

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

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.

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 a nomination:

- Scroll down to the nomination form on the award program page on the website
- Review the eligibility criteria, then select "I agree that the nominee meets the eligibility criteria"
- **Select 'yes' for the question "Is this an update to a previous nomination?"**
- Select the year the nomination was first submitted
- In the box provided, list what information is being updated or replaced (i.e., nominee contact info, new support letters, additional materials, updated nominator letter)

All updates should be submitted by January 31 @ 11:59 PM

We are happy to send the documents previously submitted for your nominee. Please email kristin@bcachievement.com to make your request.

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 (i.e., letters, additional materials)
- Budget 15-20 minutes to complete the online form

REMINDERS

- Request support letters early on so the referee has time to write a strong letter
- Adhere to the character count provided
- Keep explanations clear and to the point when describing the nominee

SELECTION OF AWARD RECIPIENTS

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 OF AWARD RECIPIENTS

Awardees are recognized at a formal ceremony held in Victoria at Government House. 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, OC, OBC, along with a commemorative plaque certificate and letter from the Premier of BC recognizing their achievements.

FREQUENTLY ASKED QUESTIONS

I. What should be said in the letter from the nominator?

The nominator letter should be expansive about the contributions of the nominee and explain how the nominee has been an advocate or champion in their work- or volunteer-related endeavours; enriched the lives of others in

their community; shown leadership, courage and dedication; become a role model or mentor in their field; demonstrated excellence, innovation and/or creativity.

2. To whom should the nominator's letter and support letters be addressed?

All letters should be addressed to the Selection Committee.

3. What should a support letter contain?

A support letter should indicate: the relationship between the writer and the nominee and the length of the relationship; details about the nominator's knowledge of the nominee's contribution and their impact on the community. Review the Nomination Guide & Tips for other suggestions.

4. Can more than two support letters be submitted?

Other support letters may be submitted as 'additional materials'. A maximum of five items i.e., additional materials (*10 pages total and five minutes of video*) will be accepted. These five items may also include biography, curriculum vitae, newspaper articles, video or recorded testimonials, links to YouTube videos, photos etc.

5. Are congratulatory letters from other programs accepted in the nomination package?

Other congratulatory letters may be included as additional material.

6. Is a nomination package considered for more than one year?

Submitted nomination packages begin a three-year program any may be reviewed by up to three juries. Nominators are given the opportunity to update their nomination each year prior to review by the selection committee.

7. Are contributions that occur outside of British Columbia recognized?

The Community Award is designed for contributions made in British Columbia. The nominator should focus on the nominee's work *in the province* rather than outside the province.

8. Should the nominator tell the nominee about the nomination?

Generally, the nominee is not told of the nomination though in some cases it happens when the nominator requires biographical information, for example, from the nominee.

9. When are awardees notified and where are the names of the awardees published?

Awardees are notified in late March. Their names are published on BC Achievement's website and social media channels in May.

10. Is it possible to nominate a group or organization?

These awards are designed to recognize individuals or two-person partnerships. Nominations of groups (3+ people) are not eligible.

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](#) to view the Community Award program page or contact us at kristin@bcachievement.com (604-261-9777 ext.103).