



# VOLUNTEER & SENIOR OF THE YEAR NOMINATION FORM

(21 years of age and older)

**Detail is most important as the Community Services Committee only reviews information submitted with no additional research or considerations given.**

*The Community Services Committee will evaluate the applications taking into consideration the following factors:*

- *The nominee has contributed an extraordinary level of time and energy to promote the well-being of the organization, group or charity. Length of service, time commitment, as well as the impact of the nominee's service will be considered.*
- *The nominee has made a significant contribution to a broad range of organizations.*
- *The nominee has a distinguished and/or unique record of service to the organization that can be documented.*

<b>A. NOMINEE INFORMATION (ensure the nominee's name is correctly spelled as it will be used on official materials)</b>		
<i>Please read the attached award criteria before completing.</i>		
Last Name		First Name
Address		Email
City	Postal Code	Province
Telephone Number Work:		Telephone Number Home:
Do you wish this nominee to be also considered for the " <b>Senior of the Year Award</b> "? If yes, the nominee must be a resident of Owen Sound and over the age of 65. Yes No		
<b>B. ORGANIZATION INFORMATION (if further information is required)</b>		
Name of organization submitting nomination		
Nomination submitted by		
Address		Email
City	Postal Code	Province
Telephone Number Work:		Telephone Number Home:
<b>C. SPECIFIC AREA OF SERVICE TO YOUR ORGANIZATION (i.e. Fundraiser, Executive Position)</b>		
Positions Held (i.e. President, Secretary)	Description of Duties	Time Period (specific years) Time Commitment (hrs/week)


**D. NOMINATION QUESTIONS (please be as specific and detailed as possible so the Selection Committee can understand the degree of commitment of the volunteer – add additional pages if necessary)**

1. Describe the volunteer activity/activities performed.

2. What is exceptional about the volunteer contribution? How is the nominee an inspiration to others? Why should this award be given to this volunteer?

**E. LIST OTHER ORGANIZATIONS THAT THE NOMINEE VOLUNTEERS FOR: (one of the factors for evaluation is the volunteer's contribution to a broad range of organizations)**

**F. APPLICATION INFORMATION**

**DEADLINE: TUESDAY, MARCH 1, 2022**

**Freedom of Information:**

This information is gathered in accordance with the *Municipal Act RSO 1980, Chapter 302*. The information is to be used by the City of Owen Sound for administrative and emergency purposes. All personal information gathered is considered private, but may be subject to disclosure under the *Municipal Freedom of Information and Protection of Privacy Act, Chapter 63, RSO 1989*.

**Return Application to:**

Community Services Department

c/o Lauren Stewart

808 2<sup>nd</sup> Avenue East

Owen Sound, ON N4K 2H4

Tel: 519-376-4440 ext. 1256; Fax: 519-376-6028

E-mail: [lstewart@owensound.ca](mailto:lstewart@owensound.ca)

## G. CRITERIA

### Purpose:

- To recognize individual volunteers whose efforts have contributed significantly to the quality of life in the City of Owen Sound.

### Presentation:

- The Awards presentation will be held on the same evening as a City Council meeting. The social gathering will take place prior to the meeting while the formal presentation will be held at the beginning of Council.

### Criteria:

- Nominees should consist of Owen Sound residents or residents in neighboring municipalities who have volunteered extensively for an organization(s) within Owen Sound. *The nominee will have enriched the lives of Owen Sound residents and contributed greatly in making a positive impact in the City of Owen Sound. "Senior of the Year Award" is for Owen Sound residents only.*
- Length of service and impact of service will be considered equally important during the selection process.
- Time commitment (hrs/week) will be highly important during the selection process.
- Must have performed such service on a wholly volunteer basis and not for pay.
- Nominees who have been submitted previously, but have not been selected for an award, must be re-submitted for consideration each year.
- Municipal, provincial and federal politicians presently holding office are not eligible to nominate or to be nominated.
- In the event that a nominee becomes deceased during the nomination period, the nomination will be deemed valid for consideration for the "Volunteer of the Year Award". Posthumous nominations will not be considered.
- Previous winners of the "Volunteer of the Year Award" will be eligible for nomination again after 15 years.
- Members of a nominee's immediate family are eligible to nominate and/or act as a reference.
- There is no obligation to award a "Volunteer of the Year Award" should the Selection Committee deem there to be no nominees that fit the criteria listed above.

### Selection:

- The Selection Committee is the members of the Community Services Committee.
- It is recommended that members of the Selection Committee consider whether or not they are in a conflict of interest situation when a member of their immediate family is nominated. Immediate family includes: partner, parent, child, grandparent, grandchild and siblings.
- The Selection Committee will evaluate the applications taking into consideration the guidelines laid out in the Criteria above.
- All nominations received are not necessarily approved.
- The Selection Committee's recommendations will be forwarded to City Council for final approval of the selected volunteers prior to the successful candidates being notified.
- Only the individuals who are selected will be notified.
- The Selection Committee will review criteria on an annual basis.