

	CS – Volunteer Award	Community Services
	City of St. John's Volunteer Award Application	

Eligibility Criteria and Nomination Requirements	SECTION 1
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The City of St. John's Volunteer Awards recognize residents in 2 categories: Individuals (aged 19 plus) and a Community Group who have volunteered their time to make our city a better place for all to live, work, learn and play.

- Eligibility Criteria:**
1. Nominees fall under two categories: Individuals (aged 19 plus) and a Community Group.
 2. Nominee(s) must be a resident of the City of St. John's.
 3. All achievements reflected in the nomination must be voluntary/unpaid in nature.
 4. The volunteer service must improve the quality of life and well-being of citizens based on their contribution to one or several **'Healthy Community'** categories:
 - Healthy Neighbourhoods and People
 - Social and Community Connections
 - Environment and Sustainability
 - Transportation
 - Inclusion
 - Housing
 5. Previous award recipients are not eligible for nomination.
- Nomination Requirements:**
1. Nominator must discuss and receive approval from the nominee, to avoid multiple nominations for one individual.
 2. Submission of fully completed nomination form by nominator.
 3. One reference letter from someone other than the nominator. This cannot be a member of the Nominee's immediate family.

Nominee Information	SECTION 2
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Name _____ Date of Birth (YYYY/MM/DD) _____

Address _____ City _____ Postal Code _____

Email _____ Telephone (home) _____ (mobile) _____

Documentation Required	SECTION 3
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1. Reason for Nomination: This information must be provided by the nominator and must outline why the Nominee should receive the award. Please include information on Nominee's volunteer service and how it has made a positive impact on residents of St. John's. Examples include volunteer experience, qualities and initiatives and community involvement.
2. Letter of Support: One (1) letter of support. The letter of support cannot come from a family member and must include the following information: name, address, postal code, phone, email address. The letter should be printed or typed, dated and signed by supporter.

3. Additional Information: The Nominator may also include additional information with the nomination which may include copies of certificates, newspaper articles, and/or stories. Additional information must not exceed two (2) pages. Include any outstanding work, achievements, and news slips, photo's, etc.
4. One Hundred (100) words or less biography to be used for website and/or other publications.
5. Photo of nominee to be used for website and/or other publications.

Nominator Information

SECTION 4

I have discussed and received approval from the nominee to submit this nomination application.

Name _____ Relationship to Nominee _____

Nominating Group (if applicable) _____

Address _____ City _____ Postal Code _____

Telephone (work) _____ (home) _____ Mobile _____

Email _____

Nominator Declaration

SECTION 5

I acknowledge that the nominee meets the nomination guidelines and has been made aware of this nomination. I further acknowledge that I have attached all necessary documentation, as indicated by the check boxes.

Nominee information

Nominator Information

Reason for Nomination – no more than (1) page

One (1) letter of support – dated and signed by supporter

Additional Information – no more than two (2) pages (awards, photos, newspaper clippings)

One Hundred (100) words or less biography

Nominee's photo

If this is a posthumous nomination, the signature of a family member is required.

Family member (please print) _____ Relationship to Nominee _____

Signature _____ Date _____

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process this application. Questions about the collection and use of the information may be directed to Supervisor of Community Programs & Services by emailing volunteer@stjohns.ca

Please send completed applications to:

City of St. John's- Department of Community Services
Phone: 709-576-8630
Email: volunteer@stjohns.ca