



## BC Achievement Community Award



# NOMINATION GUIDE & TIPS

*(Recognition) encourages those who serve, gives hope to those in need of service, and inspires those who would be of service.*

*Quote: Marcus Mosely, 2024 recipient and Mitchell Award of Distinction*

*Photo (left to right): Mitchell Awardees, Dom Bautista (2020), Kim van der Woerd (2018) & Marcus Mosely (2024)*

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

### AWARD PROGRAM OVERVIEW

The Community Award (COM) 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 COM 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

- **January 1 - February 15** – Official Call for Nominations period
- **February 15, 2025** – Deadline to submit for the 2025 award program
- **April** – Awardees Announced
- **May** – Presentation Ceremony

The completed nomination form and all materials must be submitted by **February 15, 2025 @ 11:59 p.m.** for the nomination to be considered for the **2025 award program.**

### SAVE AND CONTINUE LATER

- If you don't have all the information on hand, click on the **'Save and Continue Later'** button at the bottom of the online nomination form
- You will be prompted to **enter your email and will receive a link** that you can access and complete your nomination prior to the deadline

## CHECKLIST - BEFORE YOU START

- Review the **Nomination Guide** (this document) with tips for submitting a compelling nomination
- Ensure the nominator and nominee meet the eligibility criteria
- Prepare the Nominator Statement **in a word document**, then copy and paste the content into the required field; **use bullet points and leave a line between points**
- Have all nominator and nominee contact information
- Have all documents ready to upload
- Schedule 15-20 minutes to complete the form

## NOMINATOR ELIGIBILITY

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

- Current members of the jury panel or members of the jury panel's immediate family may not submit a nomination
- BC Achievement board members may not submit a nomination
- Family members (e.g., parents, grandparents, aunts, uncles, siblings, cousins) may not submit a nomination

## NOMINEE ELIGIBILITY

**An eligible nominee must:**

- Have been a resident of BC for at least the past three years
- Have made a significant contribution to their community within British Columbia

A nominee's contributions must have taken place in British Columbia either through volunteer or professional work in the areas including, but not limited to:

- |                                |                            |
|--------------------------------|----------------------------|
| • Arts & Culture               | • Information & Technology |
| • Business Innovation          | • Media & Communications   |
| • Civic Duty & Public Service  | • Multiculturalism         |
| • Education                    | • Philanthropy             |
| • Environment & Sustainability | • Seniors/Elders           |
| • Finance                      | • Sport & Recreation       |
| • Health & Wellness            | • Youth                    |

**The following are ineligible to receive the Award:**

- Self-nominations
- Posthumous nominations
- Past recipients\*
- BC Achievement board members
- Current members of the jury panel or members of the jury panel's immediate family
- Groups of three or more people
- Sitting elected federal, provincial or municipal representatives
- Members of the judiciary

\*Visit BC Achievement's [Awardees webpage](#) to see if your nominee is a past recipient of the award.

**Nominations of any individual under the age of 19 must be accompanied by a letter of permission from the nominee's parent or guardian stating that they are aware of the nomination.**

## HOW TO NOMINATE / APPLY

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

- Nominator name & contact information
- Nominee name & contact information
- Nominator Statement
- Two support letters from two separate individuals other than the nominator
- Additional Materials – optional, but strongly recommended (up to 5 items max.)

### Emerging Leader Designation

The Emerging Leader designation recognizes and celebrates the strength, courage, and skill of young people (35 years and under by **February 15, 2025**) who are making a difference in their communities and striving to make BC a better place.

**Nominators should indicate on the online nomination form if the nominee is eligible to receive this designation.**

## TIPS FOR SUBMITTING A COMPELLING NOMINATION

### Nominator Statement

***We encourage you to make use of the full word count for the nominator statement to provide a well-rounded and engaging description of the nominee's achievements.***

- Describe the nominee's contributions and how the nominee has been a leader, advocate or champion in their work- or volunteer-related endeavours
- Outline how the nominee has devoted their time and expertise to voluntary service and/or gone above and beyond their work-related position description in serving their community
- Explain how the nominee has become a role model or mentor to others
- Describe how things were in the community prior to the nominee's efforts and the sustainability of their contributions
- Explain how their efforts have positively impacted the community or province
- Provide any additional reasons why the nominee should be considered for the award

*Please use bullet points & leave a space between points.*

*Max. 3000 characters including spaces or approx. 500 words.*

### OTHER SUGGESTIONS:

- Provide a summary of the nominee's life experiences, background, education & training
- List special appointments, awards or postings the nominee has received as a result of their contribution
- Describe any extraordinary circumstances or challenges the nominee has faced
- 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)

### Support Letters

The nominator must provide two support letters from **someone other than the nominator** which speak to the nominee's contributions and impact. Support letters should:

- Be written on letterhead, signed by the writer and addressed to the 'Jury Panel'

- Come from outside the nominee's immediate family
- Help to paint a complete picture of the nominee and what they have accomplished
- Describe why the nominee should be considered for the award and not simply state that an individual 'supports' the nomination
- Be written by individuals who know the nominee well enough to be able to talk about the nominee from first-hand experience (e.g., past award recipients, or other well-known people in a similar field to the nominee)
- Be current and written **specifically for the COM award program**

Max. 2500 characters including spaces or approx. 450 words

**Request support letters early on so the referee has time to write a strong letter.**

**Strong nominations often use descriptive words such as:** leader, innovator, trailblazer, mentor, supporter, advocate, visionary, changemaker; resilience, perseverance, commitment, dedication, recognition, determination; exemplary, admired, motivated, passionate, inspirational, extraordinary, committed, dedicated, resourceful, tireless, resilient etc.

### **Additional Materials – optional, but strongly recommended**

- Include materials such as the nominee's biography, letters of support, links\* to articles, recorded testimonials, YouTube videos, photos, website links, etc.
- A maximum of five items will be accepted
- Jury members will review up to 10 pages total and five minutes of video

**\*Each link submitted is considered one additional material.**

## **UPDATING A NOMINATION**

**To update a nomination:**

- Click on the link for the nomination form
- Select 'yes' to the question 'Is this an update to a previous nomination?'
- Include the year the nomination was first submitted
- Complete the online nomination form and include updated information & materials about your nominee

Nominations are valid for three years including the first year of nomination and two subsequent years.

Nominators are **strongly encouraged to update their nomination** for consideration by the following year's jury panel if their nominee was not recognized in the previous year's awardee cohort.

**We are happy to send the documents previously submitted for your nominee. Please email [kristin@bcachievement.com](mailto:kristin@bcachievement.com) to make your request.**

## **SELECTION OF AWARDEES**

The independent jury panel of community leaders from throughout British Columbia reviews the nominations and selects the awardees. The decision of the independent jury panel is final. Nominees are notified only if selected for an award. Nominators are informed as to whether or not they have been successful with their application.

## SELECTION CRITERIA

Award recipients are selected based on the material submitted by the nominator and the criteria of:

- Leadership and initiative
- Impact and influence
- Innovation and creativity
- Inclusivity and collaboration

## RECOGNITION

Award recipients 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 artist Robert Davidson, OC, OBC, along with a commemorative plaque certificate and letter from the Premier of BC recognizing their achievements.

## FREQUENTLY ASKED QUESTIONS

### **1. Can information be saved on the nomination form and completed at a later date?**

Yes. If you don't have all the information on hand, click on the 'Save and Continue Later' button at the bottom of the online nomination form – you will be prompted to enter your email and will receive a link that you can access and complete your nomination prior to the deadline.

### **2. What should be said in the nominator statement?**

The nominator statement 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; and become a role model or mentor in their field.

### **3. To whom should the support letters be addressed?**

Support letters should be addressed to the 'Jury Panel'. All support letters must be signed by the writer and include their contact information.

### **4. What should be stated in the support letter?**

The support letter should indicate the relationship between the writer and the nominee and the length of the relationship; provide details about the writer's knowledge of the nominee's contributions and their impact on the community; and be specifically written for the Community Award program.

### **5. 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, links to articles, video or recorded testimonials, links to YouTube videos, photos etc.

### **6. Are congratulatory letters from others accepted in the nomination?**

Other congratulatory letters may be included as 'additional materials' but they may not serve as support letters.

### **7. Is a nomination considered for more than one year?**

Nominations begin a three-year program and may be reviewed by up to three juries. Nominators are given the opportunity to update their nomination each year prior to review by the jury panel.

### **8. 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.

**9. 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.

**10. 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 and shared via press release in April/May.

**11. Is it possible to nominate a group or organization?**

These awards are designed to recognize individuals or two-person partnerships. Nominations of groups (three or more 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:

[kristin@bcachievement.com](mailto:kristin@bcachievement.com)