



## BC Achievement Community Award



*Photo: Debra Rogers, 2025 Award Recipient*

### COMMUNITY AWARD - WHY THIS AWARD MATTERS

The **Community Award (COM) program** celebrates changemakers who devote their energy to improving lives, creating spaces of care, resilience, beauty, and inclusivity. Often working behind the scenes, **their efforts inspire others and have a lasting impact.** This recognition emphasizes the transformative power of service and generosity in shaping vibrant, dynamic communities.

By highlighting stories of leadership and selflessness, the program cultivates gratitude and pride, showcasing that **acts of service are the cornerstone of thriving societies.** The award serves as a call to action, reminding us that communities are built on collective care and commitment while honouring those who lead the way.

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### WHY NOMINATE

This award is an opportunity to publicly acknowledge individuals who uplift their communities and inspire others through their leadership and contributions. Nominees can be recognized for their **volunteer- and/or work-related contributions.** **Please do not inform the nominee of their nomination.**

### IMPORTANT DATES

- **Nomination Deadline:** February 15, 2027 @ 11:59 p.m.
- **Awardees Announced:** Spring 2027
- **Presentation Ceremony:** May 2027 at Government House, Victoria

### HOW TO NOMINATE

To submit a complete nomination, you must provide:

- **Nominator Details** (name & contact)
- **Nominee Details** (name & contact)
- **Nominator Statement** (max. 3000 characters / ~500 words)
- **Two Support Letters** (max. 3000 characters each / ~500 words)
- **Additional Materials** (optional but strongly recommended; max. 5 items)

**Tip:** If you need more time, use **'Save and Continue Later'** at the bottom of the online form—you'll receive a link to complete your nomination before the deadline.

## CHECKLIST BEFORE YOU START

- ✓ Review this **Nomination Guide** for **tips (see below)** and requirements
  - ✓ Confirm nominator and nominee meet **eligibility criteria**
  - ✓ Draft your **Nominator Statement in a Word doc first**, then copy it into the form
  - ✓ Have all nominator & nominee contact details ready
  - ✓ Gather support letters and additional materials
  - ✓ Allow 15–20 minutes to complete the form
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## NOMINATOR ELIGIBILITY

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

- Members of the Selection Committee or their immediate family may not submit a nomination
  - BC Achievement board members may not submit a nomination
  - Family members (e.g., spouse, common-law partner, parents, grandparents, aunts, uncles, siblings, cousins) may not submit a nomination
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## NOMINEE ELIGIBILITY

**An eligible nominee must:**

- Have been a BC resident for at least the past 3 years
- Have made a significant community contribution/s in BC (volunteer and/or professional)

**The following are ineligible:**

- Self-nominations
- Posthumous nominations
- Past Community Award recipients (check [past awardees](#))
- BC Achievement board members
- Selection Committee members or their immediate family
- Groups of 3+ people
- Sitting elected representatives (federal, provincial, municipal)
- Members of the judiciary

**Note:** 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.

**Nominee contributions must have taken place in BC through volunteer and/or professional work in the areas including, must not limited to:**

Arts & Culture | Business | Civic Duty | Education | Environment & Sustainability | Health & Wellness | IDEA (Inclusion, Diversity, Equity & Accessibility) | Information & Technology | LGBTQIA2S+ | Media & Communications | Multiculturalism | Philanthropy | STEM | Seniors/Elders | Sport & Recreation | Youth

**Emerging Leader Designation** - The Emerging Leader designation recognizes strength, courage and skill of individuals **35 years and younger** (by February 15, 2027) who are making a difference in their communities. Please indicate eligibility in the online form.

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## WRITING A STRONG NOMINATION

Nominees will be evaluated based on the following **three criteria**. When preparing your nomination, consider how the nominee demonstrates each area using **clear examples and specific details and outcomes** wherever possible.

**1. Leadership & Initiative** - The nominee shows vision, courage, and a proactive drive to identify needs, take action, and lead positive change. They demonstrate a commitment to stepping forward, motivating others, and finding creative solutions to challenges in their community.

**2. Impact & Influence** - The nominee's efforts create measurable and meaningful change that improves the well-being of others. Their work inspires broader community engagement, sets an example for others to follow, and leaves a lasting legacy.

**3. Collaboration & Inclusivity** - The nominee brings people together, builds relationships across diverse groups, and ensures that different voices are included and valued. They work to foster a sense of belonging and shared purpose, strengthening the community as a whole.

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## IMPORTANT TIPS

- **Tip 1:** Use specific stories, examples, or outcomes to show how the nominee embodies **these qualities**.
  - **Tip 2:** When writing your nominator statement or support letter, **tell the nominee's story with specific, concrete details**.
  - **Tip 3:** Avoid relying on general statements like "shows unwavering commitment" or "works tirelessly." Instead, explain **what** the nominee does, **how** they do it, and exactly **what impact** they've had in their community.
  - **Tip 4:** Share clear examples, outcomes, or stories that illustrate the difference they've made - don't just say they "change lives," or "inspire others"...describe **how** they do it.
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## NOMINATOR STATEMENT (MAX 3000 CHARACTERS INCLUDING SPACES | ~500 WORDS):

Use the full word count for the nominator statement to provide a thorough, well-rounded, and engaging description of the nominee's achievements.

- ✔ **Tell their story** in a way that paints a **vivid picture** for someone who doesn't know them
- ✔ Highlight their leadership, advocacy, and community impact
- ✔ Explain how they go above and beyond in their volunteer or work role, mentor others, and create lasting change
- ✔ Describe how things were in the community prior to the nominee's efforts, and the sustainability of their efforts
- ✔ Include context, background, notable challenges, or special circumstances

## SUPPORT LETTERS (MAX 3000 CHARACTERS INCLUDING SPACES | ~500 WORDS):

- ✓ Must be written by two individuals **other than the nominator**
- ✓ Should be addressed to the 'Selection Committee'
- ✓ Should include the writer's full name and contact information (address, email, phone)
- ✓ Written **specifically for the Community Award program**
- ✓ Should describe the nominee's impact in detail
- ✓ Should explain the relationship between the writer and nominee
- ✓ Referees should know the nominee well and speak from firsthand experience
- ✓ Request letters early to ensure strong, thoughtful letters

## ADDITIONAL MATERIALS (OPTIONAL BUT RECOMMENDED):

- Include materials such as the nominee's biography, CV, additional letters of support, \*links to articles, recorded testimonials, YouTube videos, photos, etc.
- A maximum of five items will be accepted
- If the total of all the 'Additional Materials' is more than ten pages OR five minutes of video OR five weblinks, the jury members will only review up to these limits, due to time constraints

**Note:** The nominator may upload **one Word or PDF document** with **up to five links** in the 'Additional Materials' section.

**\*Each weblink counts as one Additional Material.**

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## UPDATING A PREVIOUS NOMINATION

Nominations are valid for **three years**. To update:

- Use the online form and select **'Yes' to the question** "Is this an update to a previous nomination?"
- Indicate the original year of submission
- Update with new information and materials (you may include the support letters previously submitted or upload new ones for the Selection Committee's review)

**Need help?** We can send you your previous submission—email [kristin@bcachievement.com](mailto:kristin@bcachievement.com).

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## HOW AWARDEES ARE SELECTED & RECOGNIZED

An independent Selection Committee of community leaders reviews the nominations and selects recipients based on the evaluation criteria. The Committee's decision is final. **Nominees are only contacted if selected.** The nominee is encouraged to let their nominator know they've been selected to receive the award.

Awardees are celebrated at a formal ceremony at **Government House** with the Lieutenant Governor and BC Achievement Foundation representatives. Each awardee receives a medallion and pin designed by renowned artist Robert Davidson, OC, OBC, a commemorative plaque certificate, and a letter from the Premier of BC.

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## FREQUENTLY ASKED QUESTIONS

- 1. Can information be saved on the nomination form and completed at a later date?** Yes. Click **“Save and Continue Later”** at the bottom of the online form. **Enter your email to receive a link** that allows you to return and complete your nomination before the deadline.
- 2. Is a nomination considered for more than one year?** Nominations begin a three-year program and may be reviewed by up to three selection committees. Nominators are given the opportunity to update their nomination each year.
- 3. 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.
- 4. To whom should the support letters be addressed?** Support letters should be addressed to the ‘Selection Committee’. All support letters must include the writer’s full name and contact information.
- 5. 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.**
- 6. Can more than two support letters be submitted?** Yes. Additional letters may be included and uploaded to the ‘additional materials’ section on the nomination form.
- 7. 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.
- 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.
- 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 and shared via press release in April/May.

## 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 program and other promotional activities on BC Achievement’s website, social media channels 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)