CANADA'S VOLUNTEER AWARDS

Nomination Form: Thérèse Casgrain Lifelong Achievement Award

A national award for an individual who has volunteered for a period of at least 20 years

This form also can be completed and submitted online at Canada.ca/volunteer-awards

Before you begin completing this nomination form, **please read the following privacy notice statement**. It will enable you to understand how the information you supply in this nomination form will be handled. It will also help you to provide the consents that you need to give in step six of this nomination form.

PRIVACY NOTICE

The information you provide on the nomination form is collected under the authority of the *Department of Employment and Social Development Act* (DESDA) and the *Privacy Act* to determine the nominee's eligibility for Canada's Volunteer Awards.

The information contained within your nomination form will be shared with regional reviewers, National Advisory Committee members and the Minister of Employment and Social Development for the purposes of evaluating nominations and selecting award recipients. The information will be used to brief the Minister's Office and may be shared with ESDC's Public Affairs and Stakeholder Relations Branch for internal and external communications purposes. Limited information may be shared with the nominee's Member of Parliament, the Minister of Employment and Social Development Canada, the public and the media to celebrate accomplishments and to promote program awareness.

The information contained within your nomination form provided may also be used or disclosed for policy analysis, research and/or program evaluation purposes. If selected among top-ranked nominees, your personal information may be shared to conduct a criminal record or background checks.

Participation is voluntary. However, failure to complete this form and/or provide the personal information requested may result in the nomination not being considered for the Canada's Volunteer Awards.

Your personal information is administered in accordance with the DESDA, *Privacy Act* and other applicable laws. You have the right to the protection of, access to, and correction of your personal information which is described in Personal Information Bank ESDC PPU 650. Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following website address: https://www.canada.ca/en/employment-social-development/corporate/transparency/access-information/reports/infosource.html.

Info Source may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: https://www.priv.gc.ca/faqs/index_e.asp#q005.

TAKE THE NEXT SEVEN STEPS TO COMPLETE THIS NOMINATION FORM

We have designed the nomination process so that it is as straightforward as possible. Each step of this nomination form provides you with the instructions you require to fill out that section. Should you need additional instructions to complete any of the steps of this nomination form, please consult *Guidelines for Nominators* at Canada.ca/volunteer-awards or contact CVA at info-cva-pbc@hrsdc-rhdcc.gc.ca or 1-877-825-0434 for more information.

Completing this nomination form is a seven-step process. **All seven steps must be completed fully for your nomination form to be considered complete and the nominee eligible for Award consideration**. Nominees for the Thérèse Casgrain Lifelong Achievement Award are individuals who have volunteered for at least 20 years and have inspired other volunteers, led volunteer groups or made other exceptional achievements through volunteering. Their contributions may have been made through ongoing commitments to one organization or cause, or separate commitments to a variety of organizations or causes. If you are nominating an individual volunteer, please move on to the next step to confirm the eligibility of the nominee.

STEP 1 - RELATIONSHIP TO THE NOMINEE

1. Are you nominating yourself for the Thérèse Casgrain Lifelong Achievement Award? ☐ Yes ☐ No
2. Are you nominating a family member for the Thérèse Casgrain Lifelong Achievement Award? ☐ Yes ☐ No

STEP 2 - CONFIRM THE ELIGIBILITY OF THE NOMINEE

You must confirm the **eligibility requirements** of the individual by placing a check mark in each box.

- ☐ The nominee is a Canadian citizen, permanent resident or protected person within the meaning of the ***Immigration and Refugee Protection Act***, and at least 18 years of age.
- ☐ The nominee has volunteered for at least 20 years.
- ☐ The nominee has contributed to addressing social challenges in their community. Political and public advocacy work are excluded.
- ☐ At least one letter of support is included with the nomination.

I hereby confirm that the nominee has been made aware of my intent to submit a nomination and has consented to this nomination.

☐ I confirm

The nomination package you submit is not eligible for the Canada's Volunteer Awards if the nominee and the nomination package do not meet the eligibility requirements listed above.

STEP 3 - PROVIDE YOUR CONTACT INFORMATION AND THE CONTACT INFORMATION OF THE NOMINEE

Please provide your contact information.

Last name:	First name:	
Mailing address:		
City or municipality:	Province or territory:	Postal code:
Daytime telephone number (area code):	Extension (if applicable):	Email address:

Please also provide the name and contact information of the person you are nominating for the Canada's Volunteer Awards for the Thérèse Casgrain Lifelong Achievement Award

Last name:	First name:	
Mailing address:		
City or municipality:	Province or territory:	Postal code:
Daytime telephone number (area code):	Extension (if applicable):	Email address:

Please check the box next to the primary region in which the nominee made their community contributions. This information will be used for administrative purposes only.

- ☐ Atlantic (which includes Newfoundland and Labrador, Nova Scotia, Prince Edward Island, New Brunswick)
- ☐ Quebec
- ☐ Ontario
- ☐ Prairies (which includes Manitoba, Saskatchewan, Alberta)
- ☐ British Columbia and the North (which includes Nunavut, Northwest Territories, Yukon)

STEP 4 - DESCRIBE WHY THE NOMINEE DESERVES TO BE RECOGNIZED

Please describe in writing the nominee's volunteer contributions. To describe these contributions and their importance and impact, respond to the six assessment criteria outlined in this step of the nomination form. You will find maximum word counts for each criterion and information beyond the word limits will not be retained for the nomination.

One more important point for you to keep in mind: if you refer to someone other than the nominee in the description of the nominee's community contributions, please do not include personal information such as names, email addresses and telephone numbers by which these third parties can be identified.

1. ROLE (5 points)

In **500 words** or fewer, use the space below to provide an overview of the contributions the nominee has made to make their community stronger. To start, indicate the number of years the nominee has been a volunteer in the community. Indicate how the nominee has shown leadership to help their community take action to solve social problems or address social priorities. Also, point out what the nominee has done to help their community sustain activities that have brought about community-wide benefits.

1. ROLE (5 points) Continued

2. IMPACT (15 points)

In **500 words** or fewer, use the space below to describe how the nominee has made a difference in their community. For instance, describe how the nominee's actions have made a lasting impact. Also indicate whether the nominee built sustainability into their activities, whether these activities addressed a priority in their community and how that priority was identified.

3. REACH (15 points)

In **500 words** or fewer, use the space below to describe who benefitted from the nominee's contributions. For instance, specify whether the beneficiaries of the nominee's activities are individuals, groups or their community as a whole. Also point out the relevance and importance of the benefits generated by helping these individuals or groups to the community. If the nominee's contribution benefitted a group, indicate approximately how many people benefitted, whether the benefit has expanded to include other beneficiaries since the initial activity, and whether the contribution made by the nominee has expanded beyond the nominee's community to benefit other communities or groups, locally or nationally.

4. ENGAGEMENT (5 points)

In **500 words** or fewer, use the space below to describe how the nominee's contributions to their community prompted teamwork among others. For instance, describe how the nominee engaged others in their efforts to make a difference in their community. Indicate if the nominee leveraged resources from others to address social challenges, and whether that leveraging of resources has sustained the solution to overcome the problem or address the priority. Point out whether the nominee mobilized other people and resources to work toward common goals and the degree to which other partners were involved in the nominee's contributions and actions.

5. CHALLENGES (5 points)

In **500 words** or fewer, use the space below to describe how the nominee has overcome challenges to make a contribution in their community. For instance, describe the personal challenges - such as challenging life circumstances and limitations to their participation or activities—the nominee has overcome to make a difference in their community. Indicate the external challenges—such as living in a remote or rural location—that the nominee has had to overcome to make a difference in their community.

6. INSPIRATION (5 points)

In **500 words** or fewer, use the space below to describe how the nominee has become a role model to others in their community, or in the community group in which the nominee makes their contributions. For instance, describe to what extent the nominee mentored others, formally or informally, on how to become involved in helping their community. Indicate how the nominee shared their experiences and knowledge, and the people with whom the nominee shared it.

STEP 5 - PROVIDE AT LEAST ONE LETTER OF SUPPORT FOR THE NOMINEE

Please submit at least one letter of support for the nominee from someone in the community—other than you—who has direct knowledge of the nominee's contributions and can provide evidence of the nominee's contribution to the community. While one letter of support is mandatory, you can provide up to a maximum of three letters, as additional letters can provide other perspectives on the nominee's contribution and strengthen the nomination. **Please refer to the *Guidelines for Nominators* to obtain information on how the letters of support should be written and the information these letters need to include.**

Each letter should be no more than two pages long. The letter should state that it is written for a nomination for the Canada's Volunteer Awards, and clearly indicate the name of the nominee so that it can be easily identified.

Please also ensure that authors limit the amount of personal information they share about themselves to the following items: their name and their email address, or mailing address if email is unavailable. Referees should also include their role and relationship to the nominee, for example: how did the author become familiar with the nominee's activities, and how long have they known them? Furthermore, please inform the authors of the privacy notice that can be found in *Guidelines for Nominators* and at the beginning of this nomination form. We require the consent of the authors to collect, use, disclose and retain their personal information.

STEP 6 - ENSURE THAT WE HAVE PERMISSION TO SHARE YOUR PERSONAL INFORMATION AND THE NOMINEE'S PERSONAL INFORMATION

You and the person you nominate for the Canada's Volunteer Award for the Thérèse Casgrain Lifelong Achievement Award have to provide explicit permission to collect, use, retain and share the information in this nomination form.

Your consent is voluntary; however, refusal to provide this consent will result in not being considered for this award.

Please read the following declaration and check the box to indicate that you authorize the collection, use and disclosure of your personal information as described in the privacy notice listed at the beginning of this nomination form. Remember also to sign your name and indicate the date in the space below.

☐ I consent to the collection, use and disclosure of my information as described in the privacy notice at the beginning of this nomination form.

Your signature _____ Date (YYYY - MM - DD) _____

The consent of the nominee is voluntary; however, refusal to provide this consent will result in not being considered for this award.

The nominee must also provide their permission to use information related to the nomination. The nominee must agree with several declarations listed below. Please have the nominee read the declarations and, if the nominee agrees, have them place check marks in the boxes provided below. The nominee also must sign their name and indicate the date in the space below to indicate or signal their consent. Please do not forget, full consent from the nominee is required for the nomination form to be considered complete.

☐ I, the nominee, consent to the collection, use and disclosure of this personal information as described in the privacy notice. I, the nominee, voluntarily give this consent and release.

☐ I, the nominee, affirm that all information contained in this nomination package is, to the best of my knowledge, complete and correct. I, the nominee, also understand that information about award-winning community contributions will be shared publicly and I give my release for that purpose.

☐ If selected among top-ranked nominees, I, the nominee, hereby consent to officials doing a criminal record or background checks to be considered for an award. I, the nominee, consent to providing the necessary assistance; including providing such consents as required to conduct a criminal record or background checks .

☐ I, the nominee, consent that if selected as an award recipient, I will participate in the Canada's Volunteer Awards ceremony.

☐ I, the nominee, have had sufficient time to review and seek explanation of the provisions above and have carefully read and understand them.

Nominee's signature _____ Date (YYYY - MM - DD) _____

Again, please remember that Step 6 is voluntary. However this nomination form for the Canada's Volunteer Awards cannot be considered unless you and the nominee have given permission by signing this form.

STEP 7 - MAIL THE COMPLETED NOMINATION FORM AND LETTERS OF SUPPORT

When you have completed the nomination form and collected letters of support, mail them to:

Canada's Volunteer Awards Unit
140 Promenade du Portage, Mail Stop 813
Gatineau, Québec K1A 0J9

QUESTIONNAIRE

Just before you mail your completed nomination form and letters of support, please take a moment to complete this brief questionnaire. Completion of this questionnaire is voluntary and your acceptance or refusal to participate will not affect your relationship with Employment and Social Development Canada.

1. How did you learn about the Canada's Volunteer Awards? Please check one of the following boxes:

- ☐ Canada's Volunteer Awards' website
- ☐ Email
- ☐ Newspaper
- ☐ Service Canada Centre
- ☐ Not-for-profit organization (please specify): _____
- ☐ Member of Parliament (please specify): _____
- ☐ Social network (please specify): _____
- ☐ Other (please specify): _____

2. Would you like to receive updates or information pertaining to the Canada's Volunteer Awards? If yes, please check the box.

☐ I would like to receive updates or information pertaining to the Canada's Volunteer Awards (CVA). By agreeing to receive this information your email or mailing address will be retained by the Department of Employment and Social Development Canada. If you wish to have your contact information removed from the list, please contact the Canada's Volunteer Awards unit at info-cva-pbc@hrsdc-rhdcc.gc.ca or call 1-877-825-0434. Please allow up to two weeks to have your name removed from the list.

CHECKLIST

To facilitate the preparation of the nomination, please consult the following checklist to ensure that you have undertaken all the required steps of the nomination form and that you have included all the necessary information.

- ☐ I have read *Guidelines for Nominators*.
- ☐ I have carefully read and understood all of the consents throughout the nomination process and have provided consent where appropriate and obtained the consents of the nominee.
- ☐ I have completed all steps of the nomination form, including signing the form and having the nominee or representative of the nominated group sign the form.
- ☐ I have included answers to the questions listed under each of the six assessment criteria and respected the word limit for each question.
- ☐ I have included at least one letter of support.

THANK YOU

Thank you for taking the time to complete this nomination form, gather letters of support and send them to the Canada's Volunteer Awards Unit. Completing the nomination process clearly shows your commitment to strengthening volunteerism in Canada and your recognition of the significant contributions volunteers make to improve the wellbeing of Canadian families and their communities across our country.

FOR OFFICIAL USE ONLY		
File number	**Date of receipt of this nomination (YYYY/MM/DD)**	**Nomination complete** ☐ **Complete** ☐ **Incomplete**
Reason for incomplete:		