2014
STARS OF ALBERTA
VOLUNTEER
Awards

GUIDELINES

*The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. The nominee must be a resident of Alberta at the time of the nomination.
3. The individuals identified as references for the nominee must agree to have their personal information included in the nomination form.
4. Nominations made by family members will not be accepted.
5. Nominations cannot be submitted without permission of the nominee.
6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
7. By signing the nomination form, each nominator and nominee agrees to:
   - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
   - Participate in the awards program and the nomination process.
8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2014.
9. The decisions of the selection committee are final.
10. Nominations become the property of the Government of Alberta and will not be returned.
11. Nominations that are incomplete or do not comply with these guidelines may be disqualified. Alberta Culture will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*Guidelines are subject to amendment by Alberta Culture.

Alberta
Government

2014
STARS OF ALBERTA VOLUNTEER Awards

2014 STARS OF ALBERTA VOLUNTEER *Awards*

The *Stars of Alberta Volunteer Awards* honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around International Volunteer Day, December 5.

AWARD CRITERIA

Albertans, who meet the following criteria, are eligible for a Stars of Alberta Volunteer Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership, and creativity in his/her service to others;
- Serves as a role model for others in his/her community;
- Inspires others to engage in volunteer service; and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

NOMINATION CHECKLIST

Submissions for the 2014 Stars of Alberta Volunteer Awards must include the following:

- ☐ Letter of Nomination submitted by the nominator;
- ☐ Completed Nomination Form signed by the nominee and the nominator;
- ☐ Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment); and
- ☐ Completed list of references.

Freedom of Information and Protection of Privacy Act (FOIP)
The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

Submissions can now be made online. For complete instructions visit: www.culture.alberta.ca/voluntarysector/stars

DEADLINE FOR NOMINATIONS:

MONDAY, SEPTEMBER 15, 2014

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2014.

NOMINATION FORM

2014 STARS OF ALBERTA VOLUNTEER *Awards*

NOMINEE

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

First name: Last name:

Category:
☐ Youth (up to 24 years of age) ☐ Adult (ages 25-64) ☐ Senior (ages 65 and over)

Mailing address and contact information:
Street:

City/Town: AB Postal Code:

Telephone (day): Cell Phone:

E-mail:

Nominee or Nominee's Parent/Guardian (for Nominees under 18 years of age) must sign and agree to the following:
I have read the complete nomination submission and certify that it accurately describes my and/or my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture, and that Alberta Culture may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my and/or my child's personal information (including photographs, video, name and quotation) as necessary, without compensation, for awards-related publicity.

Signature: Date:

NOMINATOR

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

First name: Last name:

Organization (if applicable):

Mailing address and contact information:
Street:

City/Town: AB Postal Code:

Telephone (day): Cell Phone:

E-mail:

Signature: Date:

CRITICAL INFORMATION

This information should be provided in a separate attachment.

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in his/her volunteer activities.
7. Describe how the nominee serves as a model for others in his/her community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of his/her fellow Albertans and community as a whole.

LIST OF REFERENCES

List the names and contact information of at least three people who are familiar with the nominee's achievements.

Name:

Organization: Telephone (day):

Cell Phone: Email:

Name:

Organization: Telephone (day):

Cell Phone: Email:

Name:

Organization: Telephone (day):

Cell Phone: Email:

Mail or fax your completed nomination package to:

Stars of Alberta Volunteer Awards
907 Standard Life Centre, 10405 Jasper Avenue
Edmonton, AB T5J 4R7
Fax: 780-427-4155

For additional information visit **www.culture.alberta.ca/voluntarysector/stars**
Or contact Alberta Culture
780-415-8139 (toll-free by first dialing 310-0000)
or abvolunteerawards@gov.ab.ca