



# VOLUNTEER AWARDS 2024

Due Date: 11:59 pm  
Thursday, January 11, 2024

ADULT AWARD NOMINATION FORM



HALIFAX

# Adult Award Nomination Form

Each year the Mayor and Halifax Regional Council recognize the extraordinary contributions of outstanding individuals and groups who volunteer their time and skills to provide services and programs in our communities.

Thank you for taking the time to nominate an outstanding individual. Please read the following criteria carefully before filling out your nomination.

## NOMINATION CRITERIA

Adult volunteers, who meet the following criteria, are eligible for a Volunteer Award:

- Demonstrates initiative, leadership and creativity in service to others;
- Serves as a role model for others;
- Inspires others to engage in volunteer service;
- Improves the overall quality of life of fellow citizens and the community.
- Ensure the volunteer's efforts are voluntary and not paid;
- Paid work cannot be listed on the form;
- Volunteer must be a resident of Halifax Regional Municipality;
- Nominators may only nominate one person per nomination form;
- The volunteer cannot have received this award in the last 5 years.
- For your nominee to be considered for the Provincial Volunteer Awards, please complete all sections of the form.
- This is a scored process. The top 97 (adult and/or youth) volunteers will receive an award. The top 10 volunteers will be put forward to receive a provincial award. The top scoring nominee will be the Municipality's Volunteer of the Year.

*Nominations that are unclear, inaccurate, late or do not comply with the criteria may not be accepted or could negatively impact your volunteer's score.*

## AWARD SELECTION PROCESS

- All nominations are scored.
- Awards are allotted in each of the Municipality's 16 electoral districts.
- All nominees and award recipients are presented to the Executive Standing Committee of Council and to Regional Council for final approval.
- Successful nominees will be invited to attend a ceremony and reception in April with the Mayor and Regional Council to receive their award
- Nominators will receive a letter in March informing them of the status of their nominee.
- The top scoring nominee will be named the Volunteer of the Year by the Municipality.
- The top ten scoring nominees will be selected to represent the Municipality at the Provincial Volunteer Awards, where they will receive a second award.

If you require any clarification or to find out if nominees have received the award in the past, please contact Darren Hirtle at 902-476-1184.

On behalf of Halifax Regional Municipality, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.

### Volunteer Being Nominated (Please ensure the spelling is correct and printed clearly)

Volunteer's Name: \_\_\_\_\_  
(as it will appear on the certificate)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Nominator's Name

Nominator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- While we recognize that some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience. Requesting a copy of the volunteer’s resume can also be a helpful tool in completing this nomination form.
- Describe as much of the nominee’s volunteering history as possible.
- This is a scored process. All areas of Section 1 of the nomination form must be completed. Section 2 is optional, However, If you wish your nominee to be considered for additional awards – Volunteer of the Year and Provincial Volunteer Awards – Section 2 must be completed.

☐ I acknowledge that this information can be made public in whole or in part.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 1 (MANDATORY)

### Volunteer’s Role & Organizational Information

Example:

*Role: Treasurer and Fundraising Chair*

*Organization: ABC Community Association*

*# of years volunteering with organization: 20 years*

1. Role: \_\_\_\_\_

Organization: \_\_\_\_\_

# of Years: \_\_\_\_\_

2. Role: \_\_\_\_\_

Organization: \_\_\_\_\_

# of Years: \_\_\_\_\_

3. Role: \_\_\_\_\_

Organization: \_\_\_\_\_

# of Years: \_\_\_\_\_

4. Role: \_\_\_\_\_

Organization: \_\_\_\_\_

# of Years: \_\_\_\_\_

5. Role: \_\_\_\_\_

Organization: \_\_\_\_\_

# of Years: \_\_\_\_\_

6. Role: \_\_\_\_\_

Organization: \_\_\_\_\_

# of Years: \_\_\_\_\_

**1. Please tell us about this volunteer and what makes their contributions exceptional.**  
(provide as much detail as you can for the scoring team to consider)

**Please provide a brief Summary of 2 -3 sentences to be read at the ceremony that outlines the nominee's volunteer involvement.**

Example: *Elizabeth has been a cornerstone at events for ABC Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children's Centre and her Church. She is an individual who honours the true essence of volunteerism.*

# SECTION 2 (OPTIONAL)

Section 2 must be completed if you wish your nominee to be considered for the Volunteer of the Year and Provincial Volunteer Awards.

2. Please explain how this volunteer has demonstrated leadership and inspired others.

3. Please explain how this volunteer has addressed/solved local priorities, made a lasting impact in the community and who has benefitted from their actions.

**4. Tell us how this Volunteer’s contributions have impacted their organization.**

If you need more space, please submit additional information in an email or a separate file with this nomination form.

*In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected on nomination form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to the Volunteer Award’s nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902.943.2148 or [privacy@halifax.ca](mailto:privacy@halifax.ca).*

**Please submit your nomination by midnight on Thursday, January 11, 2024.**

**MAIL:**  
Volunteer Awards  
Attention: Darren Hirtle  
c/o HRM Parks & Recreation  
Findlay Community Center  
P.O. Box 1749  
Halifax, NS B3J 3A5

**DROP OFF:**  
Findlay Community Centre  
26 Elliot St., Dartmouth

**EMAIL:**  
[volunteerhelp@halifax.ca](mailto:volunteerhelp@halifax.ca)

**FOR MORE INFO:**  
Darren Hirtle at [hirtled@halifax.ca](mailto:hirtled@halifax.ca)  
or 902-476-1184