



# VOLUNTEER AWARDS 2025

Due date: 5 p.m. on  
Wednesday, January 8, 2025

ADULT AWARD NOMINATION FORM



HALIFAX

# Adult Award Nomination Form

Each year the Mayor and Halifax Regional Council recognize the the warmth and generosity of volunteers with a ceremony to celebrate the invaluable contributions of these individuals who give their time and skills 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 and inspires others to engage in volunteer service;
- improves the overall quality of life of fellow citizens and the community;
- 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; and
- the volunteer cannot have received this award in the last 5 years.

This is a scored process. The top six scoring volunteers from each district will receive an award and the top scoring nominee will be the municipality's volunteer of the year – for a total of 97 adult and/or youth. The top 10 volunteers will be put forward to receive a provincial award.

***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. All submissions must be received by the stated deadline to be considered.***

# AWARD SELECTION PROCESS

- all nominations are scored
- awards are allotted in each of the municipality's 16 electoral districts with a maximum of six volunteers (at least one youth) being selected from each district, based on the nominee's score
- 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 April 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 or visit [halifax.ca/VolunteerAwards](http://halifax.ca/VolunteerAwards)

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 information**

Nominator's name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

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

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

- it is recommended to speak with the volunteer prior to submitting this form to get a full picture of their volunteer experience
- describe as much of the nominee’s volunteering history as possible
- this is a scored process, you can assist the scoring team by providing short anecdotes, statistics or examples of why this volunteer is outstanding for consideration

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

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

## VOLUNTEER’S ROLE AND ORGANIZATIONAL INFORMATION

Example:

*Role: Treasurer and Fundraising Chair*

*Organization: ABC Community Association*

*Number (#) 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 what makes this volunteer and their contributions exceptional.**  
(provide as much detail as you can for the scoring team to consider)

**2. Please provide a brief summary (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.*

3. Please explain how this volunteer has made a lasting impact to their community and the municipality as a change maker and community builder.

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

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

*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 5 p.m. on Wednesday, January 8, 2025.**

**MAIL:**

Volunteer Awards  
Attention: Darren Hirtle  
c/o HRM Parks & Recreation  
Findlay Community Centre  
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