

	CS – Youth of the Year Award	Community Services
	Junior & Senior Youth of the Year Award Nomination Form	

Eligibility Criteria and Nomination Requirements	SECTION 1
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The Junior and Senior Youth of the Year Awards are designed to honour young people in St. John's, who through their volunteer contributions, extracurricular activities and community involvement have helped to make St. John's a better place to live.

Eligibility Criteria:

1. Junior nominee must be in Grades 7 to 9 and Senior nominee must be in Grades 10 to 12.
2. Nominee must be a resident of the City of St. John's or enrolled in a St. John's school.
3. All achievements reflected in the nomination must be voluntary / unpaid in nature.
4. Previous City of St. John's Youth of the Year Award winners are not eligible for nomination.

Nomination Requirements:

1. One reference letter from someone other than the nominator.
2. Nominator and reference cannot be members of the Nominee's immediate family.

Nominee	SECTION 2
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Name _____ Nominated for: Junior Award Senior Award

Address _____ City _____ Postal Code _____

Phone _____ Email _____

School _____ Date of Birth (yyyy/mm/dd) _____

Information	SECTION 3
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1. Reason for Nomination: A letter from the nominator providing reason for nomination.
2. Reference Letter: Provide details on Nominee's volunteer service, committee work, qualities and initiatives, and other community involvement and how it has made a positive impact on residents of St. John's. This cannot come from a family member and must include the following information: name, address, postal code, phone, email address. The letter should be printed or typed, dated, and signed by supporter.
3. Additional Documents: Please provide any details on any achievements which the nominee has previously received. The Nominator may also include additional information with the nomination which may include copies of certificates, newspaper articles, and/or stories. Additional information must not exceed two (2) pages. Include any outstanding work, achievements, and news clips, photo's, etc.
4. One hundred (100) words or less Biography to be used for website and/or other publications.
5. Photo of nominee to be used for website and/or other publications.

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Nominator Information	SECTION 4
<p>I have discussed and received approval from the nominee to submit this nomination application.</p> <p>Name _____ Nominating _____</p> <p>Organization / School (if applicable) _____</p> <p>Address _____ City _____ Postal Code _____</p> <p>Phone (work) _____ (home) _____ (mobile) _____</p> <p>Email _____</p>	
Nominator Declaration	SECTION 5
<p>I acknowledge that the nominee meets the nomination guidelines and has been made aware of this nomination. I further acknowledge that I have attached all necessary documentation, as indicated by the check boxes.</p> <p><input type="checkbox"/> Nominee information</p> <p><input type="checkbox"/> Nominator Information</p> <p><input type="checkbox"/> Reason for Nomination – no more than (1) page</p> <p><input type="checkbox"/> One (1) letter of support – dated and signed by supporter</p> <p><input type="checkbox"/> Additional Information – no more than two (2) pages (awards, photos, newspaper clippings)</p> <p><input type="checkbox"/> One Hundred (100) words or less Biography</p> <p><input type="checkbox"/> Nominee's photo</p> <p>If this is a posthumous nomination, the signature of a family member is required.</p> <p>Family member (please print) _____ Relationship to Nominee _____</p> <p>Signature _____ Date _____</p>	
Privacy Notice	SECTION 6
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process this nomination form. Questions about the collection and use of the information may be directed to Manager of Community Programs and Services by emailing youth@stjohns.ca</p>	
<p>Please send completed form to:</p> <p style="text-align: right;">City of St. John's - Department of Community Services Phone: 709-576-8630 Email: youth@stjohns.ca</p>	