



CS – REC

Department of Community Services – Recreation Division

**City of St. John's Building Healthy Communities  
Volunteer Award Application 2017**

**ELIGIBILITY CRITERIA AND NOMINATION REQUIREMENTS:**

**SECTION 1**

The Building Healthy Communities Volunteer Award recognizes individuals or groups who have volunteered their time to promote recreation and leisure opportunities within the City of St. John's. These opportunities enhance the community and increase the quality of life for residents.

The winner will be recognized at the City of St. John's Annual Volunteer Reception on April 6, 2017.

**Eligibility Criteria:**

1. Nominee must be a resident of the City of St. John's.
2. All achievements reflected in the nomination must be voluntary/unpaid in nature
3. Volunteer service must improve the quality of life and well-being of citizens through recreation and leisure either by
  - supporting active healthy lifestyles
  - creating vibrant communities and promoting an enhanced quality of life through the delivery of programs and services
4. Previous award recipients are not eligible for nomination.

**Nomination Requirements:**

1. Submission of fully completed nomination form by nominator.
2. One additional reference letter from someone other than the nominator. This reference cannot be a member of the Nominee's immediate family.
3. Nominator must discuss nomination with nominee, to avoid multiple nominations for one individual and confirms the nominee has approved of the nomination.
4. Submit nomination form and reference letter by the deadline of: **4:30 p.m. on Wednesday, March 22, 2017**

**Selection Process:**

A Selection Committee from the City of St. John's will review all nominations and select a winner. All decisions will be final.

**NOMINEE INFORMATION (PLEASE PRINT):**

**SECTION 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: (yyyy/mm/dd) \_\_\_\_\_

1. Please list the type of volunteer service this individual or group has contributed to the community in 2016. How long has this person or group been volunteering in this role?

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2. Describe the demonstrated qualities, initiative and community involvement of the nominee (include any outstanding work, achievements, news clips, supporting documents, photos, etc.)

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3. Describe the benefit to the community the contributions of the volunteer/group.

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4. Provide a real life example of how the nominee has made a difference through his/her/their volunteer actions.

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NOMINATOR INFORMATION:

SECTION 3

I have discussed and received approval from the nominee to submit this nomination application  Yes

Name: \_\_\_\_\_ Relationship to Nominee: \_\_\_\_\_

Nominating Group: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail: \_\_\_\_\_

Please send completed form to:

Doug Halliday  
 Leadership, Training & Volunteer Fieldworker  
 Recreation Division  
 Crosbie Building, 1 Crosbie Place  
 P.O. Box 908  
 St. John's, NL A1C 5M2  
 or  
 E-mail: [dhalliday@stjohns.ca](mailto:dhalliday@stjohns.ca)  
 For more information call: 709-576-8628

Please ensure the following:

- One additional reference letter is attached
- Nomination form is completed
- Any supporting documents are attached

Deadline for nomination documentation is **4:30 p.m. on Wednesday, March 22, 2017**

Number of included pages: \_\_\_\_\_