

Nomination Form

Order of Abbotsford



Completed Nomination Packages must be received by **July 5, 2024** in order to be considered.

IS YOUR NOMINEE ELIGIBLE?

Any resident of Abbotsford, or former resident, who has demonstrated a particularly high level of contribution or length of service to the City of Abbotsford is eligible.

Please review and acknowledge the following:

- The Nominee is a current resident (or former long-term resident) of Abbotsford.
- The Nominee has demonstrated outstanding achievement, excellence or distinction in any field, and has contributed to improving the lives of residents of the City of Abbotsford.
- The Nominee is considered a role model.
- The Nominee has made a positive impact on the lives of people in the City of Abbotsford.
- The Nominee is currently living.
- The Nominee is not an elected federal, provincial or municipal representative.
- The Nominee is not the same person as the Nominator.
- The nomination is not for a group or organization.
- The nomination is not for an act of bravery.

The information on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act* and will help to assess the eligibility of nominees and to notify recipients of the Order of Abbotsford. All materials submitted in the Nomination Package become the property of the City of Abbotsford and will not be returned to the Nominator(s) or Nominee.

By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

All nomination application materials are kept confidential to respect privacy and to avoid disappointment if a Nominee is not selected. Nominators and others involved are asked to respect this same confidentiality.

If you have any questions about the collection, use or disclosure of this information, please contact Legislative Services at cityclerk@abbotsford.ca or 604-864-5506.



Order of Abbotsford
Great people make a great community.

Thank you for celebrating them!

Nominee Information



I hereby nominate the following person for consideration for the Order of Abbotsford:

First Name:

Last Name:

Address:

City:

Province:

Postal Code:

Email:

Preferred Telephone:

Current Resident of Abbotsford?

Yes

No

Past Resident of Abbotsford?

Yes

No

If "Yes", please provide dates

From:

To:

Nominator Information

NOMINATOR

First Name:

Last Name:

Organization / Group:

Address:

City:

Province:

Postal Code:

Email:

Preferred Telephone:

To the best of my knowledge, all information submitted in support of the Nominee is accurate.

Signature:

Date:

Supporting Nominators



FIRST SUPPORTING NOMINATOR

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	
Email:			
Preferred Telephone:			
<i>To the best of my knowledge, all information submitted in support of the Nominee is accurate.</i>			
Signature:		Date:	

SECOND SUPPORTING NOMINATOR

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	
Email:			
Preferred Telephone:			
<i>To the best of my knowledge, all information submitted in support of the Nominee is accurate.</i>			
Signature:		Date:	

Submission Instructions

Please ensure the Nomination Package is complete and consists of the following:

- Completed Nomination Form
- Completed Nomination Questions Package
- Letter of support - First Supporting Nominator (maximum 1 page – typed)
- Letter of support - Second Supporting Nominator (maximum 1 page – typed)
- Additional supporting documents (e.g. additional letters, news articles, etc.).

Please submit completed nomination packages **electronically** to cityclerk@abbotsford.ca.

The submission deadline is July 5, 2024.

For further information, please contact Legislative Services at cityclerk@abbotsford.ca, or 604-864-5506.



Order of Abbotsford Nomination Package Information

NOMINATION FORM

Please fill out the Nomination Form (complete with all requested information). Note that the submission deadline is **July 5, 2024**.

CRITERIA

The criteria for the Order of Abbotsford are as follows:

- Awards are given in recognition of an individual's service to the community or achievements;
- Order of Abbotsford nominees must be living residents or former residents of the City whose exceptional contribution to the community or personal achievement has benefited the City of Abbotsford; and
- Currently elected officials are excluded from nomination while in office.

In order to be considered for the Order of Abbotsford, each nominee must:

- Be an outstanding individual who has been involved in community service and has demonstrated a sustained commitment to the betterment of the residents of Abbotsford.
- Be perceived as a community leader.
- Have influenced community issues, other than through their professional career.
- Demonstrate how the quality of life in the community has been enhanced through their civic involvement.
- Have demonstrated excellence, creativity and initiative in their community service.

NOMINATION QUESTIONS PACKAGE

In the fillable pdf pages provided, please answer each question to describe the nominee's significant contributions and highlights for nomination. You may include copies of photographs, news clippings, and/or Curriculum Vitae in addition to your answers in the submitted package.

LETTERS OF SUPPORT

Each of the two (2) supporting nominators must submit a one-page letter in direct support of the nomination. Letters should be addressed to the City Clerk and include the writer's name and signature.

SELECTION PROCESS

The selection process is based on the information specified above and submitted in the nomination package. If any of the requirements and criteria are not submitted with the nomination package, the nominee will be automatically disqualified.

FORMAT REQUIREMENTS FOR NOMINATION PACKAGES

The format requirements for nomination packages:

1. All answers must be completed in the Nomination Package pages (fillable pdf). All answers must be typed. Hand-written applications will NOT be accepted or considered.
2. All newspaper clippings, photographs, etc, should be photocopied or scanned for inclusion in the electronic package.
3. Submissions should be submitted electronically to: cityclerk@abbotsford.ca

Order of Abbotsford Nomination Package



- Please answer each question (typed) as thoroughly as possible.
- If more space is required, please attach additional supporting materials.

QUESTION 1: GENERAL OVERVIEW

Briefly describe the reason you are nominating this person for the Order of Abbotsford.

Order of Abbotsford Nomination Package



- Please answer each question (typed) as thoroughly as possible.
 - If more space is required, please attach additional supporting materials.
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Order of Abbotsford Nomination Package



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QUESTION 2: AWARDS

Please explain in detail any awards or recognition the nominee has received for their work at the community level or higher.

Order of Abbotsford Nomination Package



- Please answer each question (typed) as thoroughly as possible.
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Order of Abbotsford Nomination Package



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QUESTION 3: LEADERSHIP POSITION HISTORY

Please indicate if the nominee is a founding member of an organization or has sat on the Board of Directors (or equivalent) of their organization (for the work for which they are being nominated).

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QUESTION 4: LENGTH OF COMMUNITY SERVICE

Please clearly explain how many years the nominee has dedicated to community service and leadership.

Order of Abbotsford Nomination Package



- Please answer each question (typed) as thoroughly as possible.
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Order of Abbotsford Nomination Package



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QUESTION 5: EXTENT OF COMMUNITY IMPACT

Please clearly explain the extent of the nominee's contributions to having a positive impact on the community of Abbotsford. Please outline the number of people positively impacted ANNUALLY, and the clear evidence of these contributions have benefited the community.

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Order of Abbotsford Nomination Package



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QUESTION 6: COMMUNITY ENGAGEMENT EVENTS

Please clearly explain the activities/events the nominee produces to engage the community, as well as how often these community events take place.

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- Please answer each question (typed) as thoroughly as possible.
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QUESTION 7: ADDRESSES UNIQUE COMMUNITY NEED

Please clearly explain how the nominee's volunteer work either adds to other programs already in place, adds to limited community resources in this area, or uniquely addresses a need that is not met in any other way in the community.

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- Please answer each question (typed) as thoroughly as possible.
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- If more space is required, please attach additional supporting materials.

QUESTION 8: WEEKLY VOLUNTEER COMMITMENT

Please clearly explain how the nominee plays a significant role, either behind the scenes or in the leadership of a community service or an organization. Give a detailed estimate of the nominee’s volunteer hours and their involvement exceeds that of most residents.

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- Please answer each question (typed) as thoroughly as possible.
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Order of Abbotsford Nomination Package



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QUESTION 9: COMMUNITY AGE GROUP IMPACT

Please indicate the ages of the community members that benefit from the nominee's work, and explain how the nominee's contributions have benefitted citizens of each age.

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Order of Abbotsford Nomination Package



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QUESTION 10: COMMUNITY INSPIRATION

Please clearly explain how the nominee has inspired others to create new community projects or services, including a detailed list of the other programs/services created.

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- If more space is required, please attach additional supporting materials.

QUESTION 11: PERSONAL CHALLENGES

Please describe any personal challenges the nominee has had to overcome.

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- Please answer each question (typed) as thoroughly as possible.
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- Please answer each question (typed) as thoroughly as possible.
- If more space is required, please attach additional supporting materials.

QUESTION 12: SUMMARY

Summarize why you feel the nominee is the most deserving person for the Order of Abbotsford Award.

Order of Abbotsford Nomination Package



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