



Outstanding Townshippers

Award Nomination Form

Townshippers' Association
100-257 Queen,
Sherbrooke QC, J1M 1K7
Phone 819-566-5717
Toll-free 1-866-566-5717
www.Townshippers.org/OT

About the Award: The **Outstanding Townshippers** award from Townshippers' Association is presented annually to a local resident who has worked for the betterment of our community through volunteerism and personal contribution. It provides a chance for community members to celebrate the efforts of unsung heroes who generously support local needs and tirelessly give their time, talents and resources.

Who Is Eligible for This Award? Members of the public can nominate anyone for this award. Good candidates are people who make helping others and strengthening their community an important part of their lives. They are people who have given of themselves, beyond the usual expectations of their job or profession, through volunteerism, social activism, mentoring, or philanthropy.

You can nominate individuals, couples or groups, of any age, and from all walks of life (advocacy, art, business, education, community organizations, health and social services, etc.). Nominations may also be made posthumously. Candidates must: (a) have made a positive contribution to the English-speaking community the historical Eastern Townships, either at a local level or to the wider community; (b) must have or currently live in the Townships.

EXCLUSION: *Townshippers' employees and board members are ineligible to nominate or be nominated.*

What Information Do I Need to Provide for My Nomination? You will have to provide your name and contact information; the candidate's name and contact information; an explanation of their accomplishments/contributions. We will also need an endorsement letter, along with the author's contact information, written by someone other than yourself, which speak to the candidate's contributions. **Only completed applications that meet the required criteria will be considered.**

What Will Happen to My Nomination? Once your nomination is received, all names and other identifying information are removed from the documents by Townshippers' office manager. They are then delivered to the selection committee – made up of two employees and three board members from Townshippers' – who will review the submissions. [**Exclusion:** *Townshippers' President, Executive Director and Office Manager are not eligible to sit on the selection committee.*] Nominations and selection information are kept confidential. Nominees will only be contacted if they are selected to receive an award. **If selected, please be prepared to submit a clear high-resolution photo of your candidate.**

How Can I Nominate Someone? There are two ways to nominate someone: (1) online at **www.Townshippers.org/OT** or (2) complete this form and return it, with a letter of endorsement, in an envelope marked **CONFIDENTIAL**, to: Outstanding Townshippers Award, c/o Townshippers' Association, 100-257 Queen, Sherbrooke QC, J1M 1K7. Nomination packages may also be submitted by **fax to 819-566-0271** or email **ct@Townshippers.org**

**A maximum of two awards will be presented annually.
Nominations accepted throughout the year.**

QUESTIONS?

Contact Cathy Turner, 819-566-5717 (toll-free 1-866-566-5717), or email ct@Townshippers.org

Privacy Policy: *Townshippers' Association respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. The information you provide will not be used for any other purpose.*

Outstanding Townshippers Nomination

Before we get started, please ensure that your nomination meets the below criteria:

<input type="checkbox"/> The candidate is a current or former resident of the historical Eastern Townships.
<input type="checkbox"/> Neither the candidate(s) nor the nominators are an employee or board member of Townshippers' Association.
<input type="checkbox"/> The candidate has made a considerable contribution to the Townships English-speaking community or their local community.

Continue if all the above boxes are checked.

Please note: Incomplete applications will not be considered. Please type or **print clearly**.

STEP 1 Information About the Nominee:

Nominee is: <input type="checkbox"/> an individual <input type="checkbox"/> a couple <input type="checkbox"/> a group	Are they aware of the nomination? Yes <input type="checkbox"/> No <input type="checkbox"/>
NAME(S): _____	
ADDRESS: _____	
_____	POSTAL CODE _____
_____	_____
DAYTIME PHONE _____	EMAIL _____

STEP 2 Person Submitting Nomination:

FULL NAME/ORGANIZATION

CITY/TOWN

DAYTIME PHONE

EMAIL
How long have you known the nominee? _____
Are you related to the nominee? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>You will be required to submit information explaining why you think this nominee deserves this award in STEP 4.</i>

STEP 3 Endorsement:

[Organization or individual who supports the nomination.]

FULL NAME/ORGANIZATION

CITY/TOWN

DAYTIME PHONE

EMAIL
How long have they known the nominee? _____
Are they related to the nominee? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>A letter of support is required from the organization or individual endorsing this nomination. The letter cannot be written by the nominator. It should focus on what the nominee has done and their impact on the community. [Tips at www.Townshippers.org/OT]</i>

STEP 4 Description of the Candidate's Contributions:

In a letter, tell us why you believe this nomination deserves this award. Be sure to include information about any actions they have carried out, community activities they've been involved with, their length of service in these activities, and/or any relevant information. (Please type in a separate word document. Maximum one page, 11pt. font, Times New Roman.)

Thank you & good luck!