



## UKRAINIAN CANADIAN CONGRESS ALBERTA PROVINCIAL COUNCIL

### 2019 EXEMPLARY VOLUNTEER RECOGNITION NOMINATION

The UCC-APC Annual Hetman Awards are dedicated to the celebration of exemplary skills of all volunteers who have chosen to give of their time, effort and expertise in order to keep our Ukrainian Canadian community in Alberta strong, vibrant and active.

The UCC-APC welcomes nominations from any organization or group of individuals in Alberta. All award recipients will be publicly honored at the Annual Hetman Awards Gala.

It is the responsibility of the Nominating Organization/Group/Individual to review and abide by the guidelines provided in this package. If the nomination package is not correctly submitted, or is incomplete, it will be assumed that the Nominee has not met the criteria.

Please also consider nominating candidates for either an award for volunteerism or the Hetman Award, – The Hetman Award has a separate nomination form.

#### **Exemplary Volunteer Recognition Award Overview**

Organizations benefit from a robust volunteer infrastructure that sustains their activities. Essential to this sustainability are volunteers, community members who recognize community needs and perform the activities needed to realize the goals of their organization's projects.

The Exemplary Volunteer Award seeks to recognize individuals who are outstanding volunteers in their organizations. To assist organizations in identifying high performing volunteers within their membership, UCC-APC considers the following qualities strong indicators of individuals who would be eligible for an Exemplary Volunteer Award.

- A commitment to the project at hand.
- Working for the greater good.
- Organizational skills and the ability to document facts, tasks and data.
- Results driven.
- Passionate and professional.
- An ability to share credit with other volunteers.
- A willingness to learn, absorb new ideas and tackle new skills.
- Respect for others and the ability to work in a team.
- A willingness to listen to another's point of view, and sometimes give up your own ideas to make someone else's ideas work.
- The ability to live up to promises or commitments in a timely manner. Or failing that, the ability to find a solution when this is not possible.
- Transparency. A good volunteer does not have a personal or hidden agenda.
- A cheerful disposition and positive outlook.
- A motivator.

The following pages contain application guidelines for the Exemplary Volunteer Award.

## Crafting your Application

Please review the instructions carefully. The adjudicators of these applications are instructed to only base their decisions on the content of the information contained in the application. To ensure that your candidate has the strongest application possible, please include only factual information. While subjective statements such as the candidate is "friendly, hardworking, personable" are important in painting a picture of the character of the candidate, these qualities should not form the foundation of the application. The examples provided should be as concrete as possible.

## Nomination Guidelines:

1. Completed entries must be *received by 4:30 p.m. on June 14, 2019 (Mountain Standard Time)*. Late entries and/or incomplete entries will not be accepted.
2. All nominations must include the nomination form, a synopsis and **a photo of the nominee** (4"x5"), in digital format, which may be used for public relations purposes. Components of the synopsis and the photo will be printed in the Hetman Awards brochure for a nominee banquet. Nominations without the synopsis and the photo will not be considered.
3. The nomination must be submitted to the Ukrainian Canadian Congress – Alberta Provincial Council (UCC-APC) Exemplary Volunteer Award. Please complete and deliver the following form to the UCC-APC office in person, by mail, or email to:

***Mailing Address:***

UCC-APC  
#8, 8103-127 Avenue NW  
Edmonton Alberta

***Email Address:***

[uccab@shaw.ca](mailto:uccab@shaw.ca)

## Synopsis:

In 500 words or less (see page 3), please articulate how your candidate for the Exemplary Volunteer Award has distinguished herself or himself volunteering in your organization. Please use the criteria as a guide in demonstrating how your candidate is an outstanding volunteer.

Letters of recommendation are accepted, but must be included with the original submission at the time of the application

## Nominee Eligibility Criteria:

- A resident of Alberta who impacted upon a Ukrainian community organization in or outside of the province; or,
- A person who is not a resident of Alberta, but who had a significant positive impact upon a Ukrainian community organization in Alberta.

**Should you have any questions or concerns regarding the nomination process, please contact the UCC-APC office at (780) 414-1624 or [uccab@shaw.ca](mailto:uccab@shaw.ca).**

**DEADLINE FOR 2019 SUBMISSIONS IS 4:30 P.M. JUNE 14, 2019**  
**(Mountain Standard Time)**

**2019**

**EXEMPLARY VOLUNTEER RECOGNITION NOMINATION FORM**

**Nominee Information**

Name	
Street Address	
City, Postal Code	
Home Phone	
Cell Phone	
Email Address	
Position (s) held in the organization (past and present)	

**Nominator Information**

Name	
Organization, position	
Street Address	
City, Postal Code	
Home Phone	
Cell Phone	
Email Address	

**Person to Notify in regards to this nomination**

Name	
Street Address	
City, Postal Code	
Home Phone	
Cell Phone	
Email Address	

## Reason for Nomination

Please provide an explanation for your nomination based on the nomination criteria. Do not exceed one page, or 500 words.

Letters of support and other documentation may be submitted in addition to this description. However, no more than 5 pages can be submitted in total.

## Declaration

By submitting this nomination form, the nominator affirms that the facts set forth in this document are true and complete.

Name (printed)	
Signature	
Date	

Please note, it is the responsibility of the person or organization making the nomination to ensure the application and support documents are fully completed and submitted by the deadline. Late and/or incomplete nominations will not be considered.

To submit a nomination by email, please be sure the full document is in PDF or JPG format. Wherever possible, please submit the full nomination and all supporting documentation in a single package or email.

The purpose of this collection of information is to administer the Exemplary Volunteer Recognition Award Ukrainian Canadian Congress – Alberta Provincial Council. We recognize and respect the importance of privacy. Personal information that we collect is kept confidential.

In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, UCC-APC will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

From time to time, UCC-APC may also post this information in public forums, such as websites, special events, and/or notices or use this information for statistical or reporting purposes to agencies that have the authority to ask for such information. If you have questions and/or do not agree to the release of identifying information, please contact the UCC-APC office at [uccab@shaw.ca](mailto:uccab@shaw.ca).

## Selection Process

The UCC-APC Hetman Awards Committee will review all **EXEMPLARY VOLUNTEER RECOGNITION NOMINATIONS** received at the UCC-APC office. If, in the judgment of the Selection Committee, there is insufficient information presented within the nomination package to reasonably adjudicate, it will be assumed that the Nominee has not met the criteria.

It is the responsibility of the Nominating organization, group, or individual to inform the Nominee they have been nominated. The Nominating organization, group, or individual is encouraged to provide event tickets and host their Award recipients.

*Should the application not meet the guidelines and /or the application is late the application **will be returned to the nominator.***

***Thank you for your interest in the UCC-APC Exemplary Volunteer Award.***