



VOLUNTEER AWARDS 2024

Due Date: 11:59 pm
Thursday, January 11, 2024

GROUP AWARD NOMINATION FORM

HALIFAX

Group Award Nomination Form

Each year the Mayor and Halifax Regional Council recognize the extraordinary contributions of outstanding individuals and groups who volunteer their time and skills to provide services and programs in our communities.

Thank you for taking the time to nominate an outstanding organization. One group will be selected to receive an award from each of the three categories. Please read the following criteria carefully before filling out your nomination.

NOMINATION CRITERIA

- The Group Volunteer Award is open for any volunteer group (a club, society or association that is organized and operated without the purpose of making a profit) that has made a significant impact on building stronger communities through service, programs, projects and/or events and delivers these in the Municipality.
- This is a scored process. All areas of the nomination form must be completed and well explained. Nominations which are incomplete, inaccurate, late or do not comply with the below criteria may not be accepted.
- Groups who meet the following criteria are eligible for an Award:
 - Demonstrates initiative, leadership and creativity in service to others;
 - Has a broad impact on the community;
 - Shows successful partnerships or collaborations; and
 - Improves the overall quality of life of citizens
- It is important to illustrate the impact the group has had and capture as much of the group's history as possible.
- The group's volunteer efforts listed on this form must be voluntary and not part of day-to-day employment functions.
- Volunteer Groups that are nominated are eligible for an award in one of three categories (Please select the appropriate category on the following form):
 - Category 1: Community Group with an annual budget under \$50,000
 - Category 2: Community Group with an annual budget of over \$50,000
 - Category 3: Youth Group (youth volunteers up to 25 years old)
- The volunteer group cannot have received this award in the last 5 years. To find out if they have received an award, call Darren Hirtle at 902-476-1184.

AWARD SELECTION PROCESS

- All nominations are scored.
- All nominees and award recipients are presented to the Executive Standing Committee of Council and to Regional Council for final approval.
- Groups selected to receive an award from each category will be notified in March. Two representatives from each group may attend the awards ceremony to receive their award
- All nominators will receive a letter in March informing them of the status of their nominee.

If you require any clarification or to find out if nominees have received the award in the past, please contact Darren Hirtle at 902-476-1184.

On behalf of Halifax Regional Municipality, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.

Volunteer Group Being Nominated (Please ensure the spelling is correct and printed clearly)

Nomination Category:

- ☐ **Category 1: Community Group with an annual budget under \$50,000**
- ☐ **Category 2: Community Group with an annual budget of over \$50,000**
- ☐ **Category 3: Youth Group (youth volunteers up to 25 years old)**

Name of Group: _____
(as it will appear on the certificate)

Address: _____

City: _____ Postal Code: _____

Email: _____

Group Contact's Phone: _____

Nominator's Name

Nominator's Name: _____

Address: _____

City: _____ Postal Code: _____

Email: _____

Phone: _____

- While we recognize that some nominators like to surprise their nominees with this recognition of their service, we highly recommend connecting with the group prior to submitting this form to get a full picture of their volunteer experience.
- Describe as much of the group’s volunteering history as possible.
- This is a scored process. All areas of the nomination form must be completed.

☐ I acknowledge that this information can be made public in whole or in part.

Signature: _____ Date: _____

VOLUNTEER GROUP HISTORY

1. How long has this group been in operation? _____
2. How many people volunteer for this group? _____
3. Average number of hours volunteered by all volunteers per month: _____

GROUP’S CONTRIBUTION

(please write in point form)

4. Describe the purpose of the group and who they serve.

5. Describe how this group has demonstrated initiative, leadership and creativity.

**6. Describe the difference this volunteer group has made in the community and its impact on residents.
Who has been impacted and how? What changes have happened in the community?**

7. What sets this volunteer group apart from others? Be specific and provide examples.

8. Please provide a brief summary of 1 – 3 sentences that highlights this group’s impact which will be read during the ceremony to inform others of their accomplishments.

If you need more space, please submit additional information in an email or a separate file with this nomination form.

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected on nomination form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902.943.2148 or privacy@halifax.ca.

Please submit your nomination by midnight on Thursday, January 11, 2024.

MAIL:

Volunteer Awards
Attention: Darren Hirtle
c/o HRM Parks & Recreation
Findlay Community Center
P.O. Box 1749
Halifax, NS B3J 3A5

DROP OFF:

Findlay Community Centre
26 Elliot St., Dartmouth

EMAIL:

volunteerhelp@halifax.ca

FOR MORE INFO:

Darren Hirtle at hirtled@halifax.ca
or 902-476-1184