



NOMINATION PROCESS FOR CITIZEN OF THE YEAR

SELECTION CRITERIA

All citizens of the Prince George Region are eligible except the directors of the Prince George Community Foundation and their immediate families.

Nominees shall:

- have exemplified above average volunteer or philanthropic dedication to the Prince George community;
- have provided volunteer service for a minimum of three years (not necessarily with the same volunteer organization);
- not have received any remuneration for the volunteer activity for which the award is being proposed or;
- have voluntarily performed duties related to their paid employment significantly beyond what is expected of a person holding that paid position. In this case, please explain how the nominee's commitment to the community exceeded the normal requirements of their paid employment;
- have signed a form agreeing to stand for nomination and have signed waivers stating that, if chosen as finalists, they are willing to have their names published and information related to the nomination made public;
- agreed to participate in events and publicity related to the Citizen of the Year.

Please note that the Prince George Community Foundation will archive the nomination packages of the finalists with a copy to each nominator and finalist.

Re-submissions of finalists will not normally be accepted in consecutive years. Nominations may be submitted sooner if there are additions to the nominations portfolio.

PREPARING YOUR NOMINATION SUBMISSION

To indicate interest in the nomination process, please contact Michael Kerr at 250-645-6297 or Murry Krause at 250-561-2772 **as soon as possible**. Nomination information and forms can be downloaded from the web site or by contact Neil Godbout at the Prince George Public Library at 250-563-9251 Local 128.

FINAL DEADLINE FOR SUBMISSIONS IS JUNE 1

MAIL OR DROP OFF YOUR SUBMISSION TO:

**Citizen of the Year
c/o Neil Godbout
Prince George Public Library
887 Dominion Street
Prince George, BC V2L 5L1**



CITIZEN OF THE YEAR NOMINATION FORM

We hereby nominate

Name:
Address:
Telephone:
Email:

Sponsor 1

Sponsor 2

Name:	Name:
Address:	Address:
Postal:	Postal:
Phone:	Phone:
Email:	Email:

NOMINATION CHECKLIST

- Contact Michael Kerr or Murry Krause to let the Community Foundation know you intend to put forward a nomination. Due to the time required to gather nomination material **contact Michael or Murry as soon as possible**. Michael and Murry will help you plan your submission and suggest research tips if you wish. Michael can be contacted at 250-960-5738 and Murry at 250-561-2772.
- Ensure candidate meets Nomination Criteria

PREPARE WRITTEN SUBMISSIONS BY JUNE 1

Include:

- Letter of nomination.
- Documentation of Volunteer Service: length of time serving the community, value of service to the community, variety of contribution, breadth and quality of impact of service given.
- Documentation of Philanthropy (where this factors in nomination): value of philanthropy to the community, groups/individuals affected, length of time involved.
- Documentation of Visibility in the Community: how widely known in the community is the nominee for his/her volunteerism or philanthropy?
- Support for Nomination: type of support given, groups/individuals supporting nomination, third party support, documentation (clippings, photographs, etc.)
- Waiver from nominee re: Agreement to stand as nominee.
- Waiver from nominee re: Publication of name and information related to nomination.

**CITIZEN OF THE YEAR
NOMINATION AND
PUBLICITY AGREEMENT**

I agree to stand as a nominee for the Prince George Community Foundation's Citizen of the Year for _____ (insert year).

I agree to have my name published as a nominee/finalist and agree to have information related to the nomination made public. I am aware the nomination package will be archived and made available to the public.

I am prepared to participate in events and publicity related to the Citizen of the Year.

NAME OF NOMINEE:

_____ (Please print)

SIGNATURE OF NOMINEE:

DATE:
