

TIPS FOR FILLING OUT A GREAT NOMINATION

1. Review the award criteria carefully

2. Collect any supporting documentation before you begin to draft a nomination

3. Take note of the submission deadline

Port Hope Civic Award Categories

Complete details on category criteria & nomination guidelines are available at www.porthope.ca/civic-awards or by contacting civicawards@porthope.ca

The Civic Awards committee is only able to use the information provided in the application to determine if the nominee is eligible & qualified to receive award.

NOMINEE

Name: _____

Organization: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____

Email: _____

NOMINATOR

Name: _____

Organization: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____

Email: _____

Please select one nomination category:

- Outstanding Citizen Award ***
Presented in recognition of outstanding volunteer contribution to the community.
- Outstanding Youth Award ***
Presented in an individual 19 years of age or under as of Dec. 31, 2018 in recognition of outstanding volunteer contribution to the community and school.
- Community Service Award**
Presented to an individual or group for outstanding achievement in volunteerism.
- Arts and Culture Award**
Presented to be awarded to an individual or groups for promotion or high achievement in the Arts and/or significant cultural contributions to the community.
- Athletics Award**
Presented to an individual or team who have excelled within their particular sport.
- Agriculture Award**
Presented to an individual or group having considerable impact on agriculture in Port Hope.
- Inspiration Award**
Presented to an individual who inspires those around them and is a strong source of support within the community.
- Philanthropy Award**
Presented to an individual or group for their desire to promote the welfare of others through the generous donation of money, goods, talent or services.
- Environment Award**
Presented to a person or group for outstanding leadership, inspiration, vision, innovation or action on behalf of environmental causes.

Civic Awards Nomination Form

Written nominations may be submitted by mail: Port Hope Civic Awards, 56 Queen Street, Port Hope, ON L1A 3Z9
email civicawards@porthope.ca or online at www.porthope.ca/civic-awards
Please print clearly and ensure correct spelling of all names and addresses. You may nominate multiple individuals/groups. Please use one form per nomination. **Submission Deadline is March 7, 2019.**

ACCOMPLISHMENTS OF NOMINEE Attach separate sheet if required and any supporting documentation, including letters of recommendation. (*Outstanding Citizen/Outstanding Youth nominations must include a completed Signature Sheet available at www.porthope.ca/civic-awards)

Describe the Nominee's eligibility to receive award (providing specifics to match criteria):

8. Provide as many relevant details as possible to match award criteria. Tell your nominee's story; explain the achievement and it's impacts to the community.

List organizations Nominee is involved, years of service and accomplishments:

9. Provide details that build a measurable nomination.

List three qualities that describe your nominee:.....

1) _____ 2) _____ 3) _____

Additional supporting information about the Nominee: ...

11. Feel as though you have more to add to your nomination, provide additional details here.

4. Provide accurate spelling of names

5. Provide full and correct contact details

7. Prepare & provide any additional documentation.

10. Help us write a thoughtful tribute by providing unique descriptors for your nominee.

6. Check one award category