

ABOVE & BEYOND AWARD NOMINATION FORM

DATE SUBMITTED:

NOMINEE

Last Name		First Name	
Address			
City		Province	
Postal Code		Phone No.	
Email Address			

NOMINATOR

Nominations should come from individuals (including members of Council and staff) groups or agencies that have benefited from the efforts of the volunteers.

Last Name		First Name	
Address			
City		Province	
Postal Code		Phone No.	
Email Address		Name of Organization/Group	

VERIFICATION

In order to qualify for consideration, nominations must have two references who may be contacted to verify the scope and extent of the nominee's volunteer activities. References should be persons familiar with the volunteer's accomplishments and may include the nominator(s).

Last Name		First Name	
Address			
City		Province	
Postal Code		Phone No.	
Last Name		First Name	
Address			
City		Province	
Postal Code		Phone No.	

SUMMARY

Please attach a separate sheet of paper giving a concise description of the qualities and activities of the volunteer being nominated.

NOMINATIONS CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

EMAIL: gbtown@qualicumbeach.com

Town of Qualicum Beach Policy Manual

Subject: Volunteer Recognition - Above and Beyond Award

Policy Number: 3010-08

Purpose	The purpose of this policy is to provide for the recognition of an individual who, through volunteer efforts, has made a significant contribution to our community.
Policy	The Town may present, on an annual basis, an 'Above and Beyond Award' to give recognition to the time and effort contributed to the Town by an individual volunteer. The Above and Beyond Award represents the expression of appreciation of an individual in recognition of the commitment and contribution that person made towards the community. Individuals worthy of the Above and Beyond Award may be nominated by any member of Council, staff, individual members of the public, groups or agencies. Selection of the recipient will be by Council motion.
Criteria	The following individuals are eligible for nomination: <ul style="list-style-type: none"> • Individuals who have made an outstanding contribution to a community service group or to the Town. • All individuals, regardless of residency.
Procedure	<ol style="list-style-type: none"> 1. Nominations must be in writing using the application form, substantially in the form(s) attached to this policy and may be accompanied by written submissions of support from individuals or groups. 2. Individuals should be nominated by their peers in the community service field with strong evidence of their outstanding commitment. 3. Council may either establish an ad hoc examination committee to ensure that the nominee(s) meet the established criteria or act as the examination committee. The findings of this committee and its recommendation are to be forwarded to Council for approval. 4. The Above and Beyond Award would be presented to the recipient by the Mayor during the Annual Volunteer Appreciation Reception or during a Regular Council meeting if the recipient is unavailable to attend the Annual Reception. 5. The recipient will be provided with an award or other appropriate form of appreciation for their services. 6. An individual can receive the award twice if they have provided an additional five years of service to the same discipline or group, or five additional years of service to another discipline or group. 7. Submissions must be submitted to the Town of Qualicum Beach no later than the close of business two weeks prior to the Annual Volunteer Appreciation Reception. 8. Council will select recipients of volunteer awards each year, based on the written submissions received by the deadline for that year.
Responsibility	Council Corporate Administrator
References	3010-07 Volunteer Recognition 3010-12 Recognition of Long Service Volunteers 5000-4 Recognition of Long Service Members (Fire Rescue)
Distribution	Council, all departments and all employees.

Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Above & Beyond Award Nomination Form. Questions about this collection can be directed to the Corporate Administrator, Box 130, Qualicum Beach, BC or at 250-752-6921.