

MEDAL of GOOD CITIZENSHIP



BRITISH
COLUMBIA

PURPOSE

Provincial honours are a memorable and distinctive way for the government of British Columbia to thank and pay special tribute to those British Columbians whose lives exemplify excellence and achievement of the highest order. The men and women we honour are truly representative of the province of British Columbia's caring and diverse society, and their lives and deeds stand as shining examples for us all.

In 1989, the government of British Columbia established the British Columbia Medal of Good Citizenship to recognize persons who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. This Medal was launched in 2015.

WHO IS ELIGIBLE?

Any Canadian citizen who is a current or former long-term resident of British Columbia is eligible for nomination for the BC Medal of Good Citizenship. No elected federal, provincial or municipal representative may be awarded the Medal while such person remains in office. The Medal is not awarded for acts of bravery. Self-nominations will not be accepted. There is no age limit—youth nominations are welcome.

HOW ARE RECIPIENTS SELECTED?

An independent selection committee considers all nominations.

WHEN IS THE DEADLINE?

Nominations are accepted year-round. The person submitting the nomination must sign nomination forms.

NOMINATION GUIDELINES

The completed signed nomination form, 500 word description of achievement, two signed testimonials and any supporting materials must be submitted electronically as one package. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered. Please contact the Honours and Awards Secretariat for alternate submission options if required.

NEED MORE INFORMATION?

Additional information and nomination forms may be obtained by contacting the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to bchonoursandawards@gov.bc.ca

The information on this form is collected under the authority of the Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Medal of Good Citizenship.

By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at 250-387-1616 or by e-mail at bchonoursandawards@gov.bc.ca. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

B.C. MEDAL OF GOOD CITIZENSHIP – NOMINATION FORM

Legal Name of Person being Nominated

PREFIX FIRST NAME LAST NAME *(include post-nominals where applicable)*

TITLE ORGANIZATION

ADDRESS

CITY/TOWN PROVINCE POSTAL CODE

TELEPHONE CELL EMAIL

Is your nominee a resident of British Columbia?

DATE OF BIRTH (YYYY/MM/DD) YES NO *(specify)*

SHORT DESCRIPTION OF ACHIEVEMENT *(maximum 10 words)*

Name of Nominator

PREFIX FIRST NAME LAST NAME *(include post-nominals where applicable)*

TITLE ORGANIZATION

ADDRESS

CITY/TOWN PROVINCE POSTAL CODE

TELEPHONE CELL EMAIL

SIGNATURE OF NOMINATOR DATE (YYYY/MM/DD)

Names of Nomination Supporters

Following are names of two people or organizations who have agreed to submit letters in support of my nomination:

NAME NAME

EMAIL EMAIL

TELEPHONE TELEPHONE

Send the completed form and supporting material electronically to bchonoursandawards@gov.bc.ca.

Useful Contacts:

MAIL: Honours and Awards Secretariat
P.O. Box 9422 STN PROV GOVT
Victoria, BC V8W 9V1

COURIER: 2nd Floor, 620 Superior Street
Victoria, BC V8V 1V2

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Each nomination must include the following:

- ▶ The completed nomination form signed by the nominator (including the 10 word summary)
- ▶ Description of achievement (500 words) submitted electronically describing:
 - ▶ an achievement which emphasizes and encourages the virtue of good citizenship by showing that the individual being nominated exemplifies that virtue;
 - ▶ the impact of the achievement and how the achievement enriched the lives of others;
 - ▶ what made this an outstanding achievement— indicate any extraordinary circumstances or challenges the nominee faced, if applicable include statistics or historical background;
 - ▶ examples of ongoing leadership and dedication;
 - ▶ how long you have known the nominee;
 - ▶ when the achievement was initiated and completed.
- ▶ A minimum of (2) two signed testimonials from (2) two separate individuals, other than the nominator, who have direct knowledge of the value and impact of the achievement and who support your nomination. Please ensure that the contact information (address, telephone number and e-mail) for the testimonial writers is included in the letter. Please *do not exceed six letters*. They must be on 8½ x 11" paper, typed or clearly hand-written in dark ink.

Additional Information

You may provide material in support of your nomination. Please ensure that this material is succinct and directly relevant to the nomination. All support materials must be on 8½ x 11" paper, typed, reproduced or clearly hand-written in dark ink. Do not send originals of important or official documents, as they will not be returned.

ACCEPTABLE

- ▶ Including an expanded statement of your reasons for the nomination
- ▶ Biography of the nominee
- ▶ List of achievements

NON-ACCEPTABLE

- ▶ Cassettes
- ▶ Videotapes
- ▶ Compact discs
- ▶ Photographs
- ▶ Albums
- ▶ Newspaper clippings (unless photocopied onto 8½ x 11" paper) as they will be discarded

PLEASE NOTE: Nominations should be submitted electronically whenever possible. The completed Nomination Form, testimonial letters and any supporting materials are accepted year-round. The person submitting the nomination must sign nomination forms.



Submitting your completed application

Please review and acknowledge the following. Please email your completed nomination to bchonoursandawards@gov.bc.ca. Note that Supporters may be contacted to validate their testimonials.

- The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours and Awards Secretariat.
- Description of achievement (500 word max) is included.
- Two signed testimonials from two separate individuals, other than the nominator, are attached.
- The Freedom of Information requirements as specified are understood.
- I hereby declare that all the information provided in this application is true and accurate in every respect. I understand that the nominee would be denied the Medal if the information is found to be inaccurate for any reason.