

# NOMINATION FORM



## Order of BRITISH COLUMBIA

Nominations and letters of support must be received by the *first Friday in March* to be considered in the same calendar year. Nominations received after this will be included in the selection process for the next calendar year. Faxes and electronic submissions will be accepted.

### IS YOUR NOMINEE ELIGIBLE?

Any resident of British Columbia, or former long-term resident, who has demonstrated outstanding achievement, excellence or distinction in any field of endeavour benefiting the people of the Province or elsewhere is eligible.

Please review and acknowledge the following:

- The nominee is a current or former resident of B.C. who has demonstrated outstanding achievement, excellence or distinction in any field of endeavour benefiting the people of the Province or elsewhere. (Fields of endeavour may consist, for example, of community leadership, business, labour, industry, volunteer service, professions and other occupations, arts, sports and others.)
- The nominee is not an elected representative. (Federal, provincial and municipal elected representatives are not eligible for appointment to the Order while they remain in office.)
- The nominee is living as of the time of the nomination. (A person may not be appointed to the Order posthumously unless the Advisory Council recommends the appointment to the Lieutenant Governor in Council before the person's death.)
- The Nominee is not the same person as the Nominator. (Self-nominations will not be accepted.)
- The nomination is not for an act of bravery. (The Order is not awarded for acts of bravery.)
- The nomination is not for a group or organization. (The Order cannot be bestowed upon an organization.)

For a list of alternate honours and awards please access the Order of British Columbia website at [orderofbc.gov.bc.ca](http://orderofbc.gov.bc.ca).

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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 Order of British Columbia.

**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 [orderofbc@gov.bc.ca](mailto:orderofbc@gov.bc.ca). Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

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3. Please describe how the nominee's contribution is recognized as something unique and innovative. Has the quality of the nominee's contribution been such as to be recognized by her/his peers as singularly outstanding (a milestone, founding of institutions, establishing a new style of artistic endeavour, defining and attaining a new standard)?:

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4. Please describe how the nominee's contribution has made a significant improvement to the life or culture of the people of British Columbia:

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5. Please describe how the nominee's contribution will continue to improve the life and/or culture of the Province:

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6. Please describe how the nominee made a substantial contribution to the people of British Columbia by her/his sustained or outstanding personal service:

**THE ONUS IS ON THE NOMINATOR TO ENSURE THAT NOMINATION IS COMPLETE.** The nomination will not be considered until two testimonials, from two additional persons who can attest to the value and impact of the nominee's achievements, have been received. All materials submitted become part of the nomination and thus become the property of the Honours and Awards Secretariat and will not be returned. All material received must be in 8.5" x 11" format. Please, do not send in multiple copies or bound versions. Do not send originals of important or official documents or photographs, as they will not be returned. All materials we receive will be kept confidential but may be disclosed to the nominee if requested. We reserve the right to limit the amount of supporting documentation accepted.

## Nominator Information

Preferred method of contact:  E-mail  Phone  Canada Post

Mr.  Mrs.  Ms.  Dr.

PREFIX FIRST NAME LAST NAME (INCLUDE POSTNOMINALS WHERE APPLICABLE)

TITLE ORGANIZATION

APT. STREET ADDRESS

CITY PROVINCE POSTAL CODE

E-MAIL TELEPHONE MOBILE

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

1.  Mr.  Mrs.  Ms.  Dr.

2.  Mr.  Mrs.  Ms.  Dr.

NAME

NAME

EMAIL

EMAIL

TELEPHONE

TELEPHONE

## Submitting your completed application

Please review and acknowledge the following. Hard copies should be sent to the appropriate address below or alternatively, email your completed nomination to [orderofbc@gov.bc.ca](mailto:orderofbc@gov.bc.ca). Note that Supporters may be contacted to validate their testimonials.

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| <input type="checkbox"/> 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. | <input type="checkbox"/> The Freedom of Information requirements as specified are understood.   |
| <input type="checkbox"/> All questions about the Nominee have been answered.  | <input type="checkbox"/> 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 membership in the Order if the information is found to be inaccurate for any reason. |
| <input type="checkbox"/> Two people have been identified for letters of support and said letters are attached (or will reach the Secretariat by the cut-off date).                                      |   |

**Mail:** Honours and Awards Secretariat, P.O. Box 9422 STN PROV GOVT, Victoria, British Columbia V8W 9V1

**Courier:** 1<sup>ST</sup> Fl., 548 Michigan Street, Victoria, British Columbia V8V 1S2