

## RECREATION VOLUNTEER RECOGNITION AWARD

### 2012 CRITERIA

**\*\* please review Award Criteria before completing the Nomination Form \*\***

At Energize 2012, Alberta Tourism, Parks and Recreation will recognize four volunteers, who through their commitment and dedication at a volunteer level, advanced the development of recreation in Alberta. Please give serious consideration to nominating an individual from your area.

#### AWARD CRITERIA

The following criteria will be used to review the nominations:

1. The nominee must be an Albertan who has made an outstanding contribution to **recreation** development at the **community level** in the Province of Alberta through:
  - a personal *volunteer* commitment to *recreation* development,
  - a consistent record of service to the public,
  - community leadership in *recreation*, and
  - active participation in a variety of *volunteer recreation* activities.
  - *coaching* will be considered at a lower scoring rate than other recreation development due to the coaching awards available through the Alberta Sport, Recreation, Parks and Wildlife Foundation award programs.
  - *officiating* may be included only if it is *volunteer* (many officials are paid). Please ensure this is clearly indicated on the nomination form.

**Do not include:**

  - *non-recreation* contributions.
  - involvement while the nominee was in a *paid position* (i.e. recreation professional or elected official).
2. *Volunteer* contributions made by the nominee to the organization, administration, planning or promotion of events/programs/services/facilities/policies *beyond the local level* will be considered and should be included.
3. Nominees are not required to have served on a Recreation Board to be eligible for the award (this recognizes that many communities no longer have recreation boards, but do have volunteers who make outstanding contributions in recreation at the community level).
4. Posthumous nominations will be accepted.
5. Previous *Recreation Volunteer Recognition Award* recipients are not eligible.
6. **Late nominations will not be accepted.** Please ensure nominations are faxed, emailed or postmarked by **June 22, 2012**.

## **TIPS FOR COMPLETING THE NOMINATION FORM**

Keep in mind that this is a **recreation** recognition award for **volunteers** (**do not** include non-recreational or non-volunteer involvement).

Ensure the form is completed correctly and in its entirety:

- It would be advantageous to research your data with family members to ensure important details are not omitted.
- Type (or print legibly in black ink) all information on the nomination form provided (or on photocopies if additional space is required).
- **Do not** type or print outside the boxes on the form.
- **Do not** attach letters of support, photographs, newspaper articles, etc.

**Section A** – the selection committee is likely unfamiliar with your community and its organizations. Therefore, please provide accurate, concise details.

- *Name of Recreation Organization or Board* – include only organizations that the nominee was involved in at the executive or board level. **Do not** include any information if the nominee simply paid a membership fee and was considered an ‘active member’ of that organization, without being involved in the operations or decision-making processes.
- *Description/Purpose* – concisely describe the organization and/or its purpose.
- *Executive or Board Position Held* – include the title of the position the nominee held while on the executive or board.
- *# of Years* – include the number of years the nominee was on the executive or board.  
**Do not** include years the nominee was involved with the organization to a lesser degree.
- *Time Period* – include the actual years of service on the executive or Board (i.e. 1998-2007).

**Section B** – provide details of the nominee’s role and contributions to the development of **recreation** events, programs, services, facilities, policies, etc.

- *Events* – include events, programs, services, facilities, policies, etc.
  - include each event on a separate line and only include *recreation* events.
  - include previously established, as well as ‘new’ events.
- *Volunteer Role* – key word is *volunteer*. Include a one or two-word title for the nominee’s role in this event.
- *New Event?* – if the event is ‘new’, indicate ‘yes’ with an X.
- *If yes, was nominee involved in establishing the event?*
  - if you X’ed the previous column and the nominee was involved in *establishing* the event, enter Yes in this column.
  - if the nominee was not involved in establishing the event, but was involved in the organization or implementation, enter No in this column.
  - if you left the previous column blank, leave this column blank as well.
- *Specific Contributions* – list the details of the nominee’s role in this event.

**Section C** – self-explanatory.

**Section D** – self-explanatory.

## RECREATION VOLUNTEER RECOGNITION AWARD

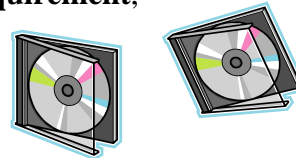
### COMPLETING THE NOMINATION FORM ELECTRONICALLY...



[www.asrpwf.ca](http://www.asrpwf.ca)

- The nomination form can be downloaded from the above government website and completed electronically. However, due to the **signature requirement**, you will be unable to submit it electronically.

- This form has been saved as a Microsoft Word document.



- In Section D, 11-12 lines are available to enter information. If an extensive amount of information is entered in Sections A, B and C, the tables will shift to the next page(s). This will not affect the number of lines available in Section D as they, in turn, will also shift to a new page.

- After entering all the information, print the completed form, have it **signed** by a municipal official and **fax** or **mail** it to:



Mr. Chris Szabo  
Recreation Consultant  
Alberta Tourism, Parks and Recreation  
Physical Activity Branch  
903 Standard Life Centre  
10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7



**Fax: (780) 427-5140**

