

EXCELLENCE AWARDS NOMINATION CHECK LIST

NOMINATOR – THE PERSON WHO IS WANTING TO STAND SOMEONE UP AND RECOGNIZE THEM FOR THEIR GOOD WORK. THIS PERSON MUST COMPLETE THE NOMINATION PACKAGE, WRITE A LETTER AND INCLUDE ANY OPTIONAL MATERIALS TO THEIR NOMINATION.

NOMINEE – THE PERSON WHO IS TO BE RECOGNIZED FOR THEIR HARD WORK IF THEY ARE CHOSEN TO WIN AN AWARD. THE NOMINEE DOES NOT NEED TO FILL OUT ANY PAPERWORK, HOWEVER THEY NEED TO GIVE THE NOMINATOR THEIR CONTACT INFORMATION, ETC.

NOMINATION SUPPORTER – A PERSON WHO IS NOT A DIRECT RELATIVE OF THE NOMINEE, WHO WISHES TO SUPPORT THE NOMINATOR AND THEIR NOMINEE CHOICE. THIS PERSON MUST SUBMIT A NOMINATION SUPPORT LETTER.

THE NOMINATOR must complete the **online Nomination form** (or hard copy form) and include the following:

- **Nominator's name, contact information** and statement about the length and duration of the relationship with the nominee (max 175 words)
- **Nominee name & contact information** (i.e., mailing address, phone number, and email) Provide the nominee's website and social media handles, if applicable.
- **Nominator Letter** detailing the contributions of the nominee and reasons for the nomination (max 450 words)
- **One Nomination support letter**, including contact information for the supporting nominator, with written summary/letter that describes the value and impact of the nominee's contributions (max 450 words). Written by an individual (cannot be written by the nominator) who is able to speak about the impact of the nominee's achievements from first-hand experience. This letter is to come from outside the nominee's immediate family (e.g., colleagues, teacher, other Squamish Nation Members or community members) in other words; cannot be a parent, uncle or aunty, sibling, grandparent, or child.

****Additional Materials – Optional (strongly recommended)**

- Nominators have the option to submit materials such as biographical overview, newspaper articles, video or recorded testimonials, additional support letters, links to YouTube videos, photos, website links etc.
- A maximum of five items (10 pages total and five minutes of video) will be accepted
- All materials must be submitted electronically
- Note: each link submitted is considered one additional material

Selection committee members are asked to review up to a maximum of 10 pages total and five minutes of video – anything beyond that may not be reviewed.