

## AMAPCEO ACTIVIST AWARDS

# Lifetime Achievement Award Nomination Guide

*This Guide is designed to assist you through the nomination form for the AMAPCEO Lifetime Services Award. We recommend keeping it handy as you complete your form online.*

### Eligibility

The Lifetime Achievement Award is presented to an AMAPCEO member who has distinguished themselves through a lifetime of contributions and dedication to the advancement of the union.

The award honours a member who has ten or more years of experience as an activist, has not previously received an AMAPCEO Lifetime Achievement Award, and meets one of the following criteria:

- is at, or near, retirement; and/or
- is leaving an AMAPCEO position; or
- is to be recognized posthumously.

### 2020 Call for Nominations

- Nominations are due by **Thursday, October 1, 2020 at noon.**
- Any AMAPCEO member in good standing may nominate an activist who has distinguished themselves through a lifetime of contributions and dedication to the advancement of the union in either an individual capacity or as a member of a team. Assessment and selection will be carried out by the members of the Activist Recognition Committee. Recipient(s) will be announced and awards presented at this year's Annual Delegates' Conference.

- Do you have a question(s) about a nomination you would like to submit? Do you need advice on how to create an excellent award submission? Contact one of the [Activist Recognition Ambassadors](#) – they’re ready to help!
- Please ensure that your submission accurately reflects the nominee's achievement and explains how it is outstanding in AMAPCEO.
- Please remember to check your nominee’s retirement date in order to ensure that you do not miss the deadline. (For example, if the member is retiring before December 2020, you must meet the nomination deadline of noon October 1, 2020 in order for them to be included in this year’s nomination process).
- It’s a good idea to use this Nomination Guide, which includes all questions from the nomination form, to write your draft on your computer. You can then copy and paste your responses into the web form.
- You can save your nomination draft at any time by hitting the Save Draft button at the bottom of the web form. Return to the form when you’re ready to resume.
- Hitting your browser's 'back' button will erase your unsaved progress. Consider printing off the Nomination Guide or copying it into a document on your computer so it can be referred to as you write your nomination.

Questions about the application process should be directed to Jennifer Sherwood, Director of Membership Services, at 416-595-9000 ext. 2132 or toll free at 1-888-262-7236, or via email to [sherwood@amapceo.on.ca](mailto:sherwood@amapceo.on.ca).

## Nomination Form

### Nominee Eligibility

Required:

- The nominee has ten or more years of experience as an AMAPCEO activist
- The nominee has not previously received an AMAPCEO Lifetime Achievement Award

Select one or more of the following:

- The nominee is at, or near retirement
- The nominee is leaving an AMAPCEO position
- The nominee is to be recognized posthumously

### Nominee Info

Please provide the nominee’s:

- First Name,
- Last Name,
- District,
- Work City,
- Work Address,
- Work Postal Code,
- Work Telephone Number,
- Personal email address, and
- Membership Status (OPS, BPS, OPS-Retired, or BPS-Retired).

## Nomination

The Activist Recognition Committee will use your nomination combined with the strength of the submitted testimonial letter(s) for its assessment and selection.

Select one or more of the following, and for each selected, please describe in a paragraph no longer than 200 words.

The nominee:

- Actively participated in AMAPCEO working committees, and/or represented the union in various roles or functions (e.g. Delegate, District Director, Executive Member, Health & Safety Representative, Workplace Representative)
- Helped to pioneer creative unique opportunities that have been adopted across the organization, leading to measurable enhanced membership engagement
- Has been an outstanding AMAPCEO activist or volunteer, who has helped other members, served as an AMAPCEO ambassador, and/or exerted a positive influence over internal and or external stakeholders
- Is perceived by a majority of other members as a role model and an inspiration to colleagues through their work for AMAPCEO
- Do you have any other information about the nominee that you wish to include?

## Testimonial Letters

To be considered by the Selection Committee, nominations must include at least one testimonial letter authored by someone other than you.

Testimonial letters should seek to enhance the Selection Committee's understanding of the nominee's achievement(s). Successful testimonial letter(s) support the nomination and may provide specific examples of the work that the nominee has done. Letters may include, but are not limited to, thank you letters or letters from staff, managers,

colleagues, stakeholders, or partners. Those offering testimonial letters do not have to be AMAPCEO members.

Additional testimonial letter(s) must be submitted online at:

<https://amapceo.on.ca/forms/activist-award-testimonial>

### Nominator Info

Please provide your:

- First Name,
- Last Name,
- District,
- Work Address,
- Work City,
- Work Postal Code,
- Work Telephone Number, and
- Your Personal email address.

### Finalize

Take the next step and submit your nomination!

The nomination form can be completed by clicking Submit below. Upon submission you will receive an automatic confirmation to your personal email address.

*Reminder: This application package will not be considered complete until the testimonial letter(s) is/are submitted online (a minimum of one additional letter). [Please click here for the testimonial letter form.](#)*

All materials must be submitted by **Thursday, October 1, 2020 at noon** to be considered for the 2020 Activist Awards.

### Complete

Your submission has been received.

Thank you for taking the time to nominate an outstanding AMAPCEO activist!