



**Nomination Deadline:**  
Contact the Recreation  
Department

## TOWN OF LUNENBURG

# Volunteer Recognition Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of volunteers who give of their time and skills to provide services and programs in our community.

The Town invites and encourages nominations of volunteers to be recognized at our annual Civic Volunteer Appreciation Reception.

In addition a Representative Volunteer is selected annually to be recognized at the Provincial Volunteer Awards ceremony. The Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

### Important Information:

- Choosing a Representative Volunteer from all the worthy and valued potential candidates is a challenge. To help us with this process please ensure that all areas of the nomination form are completed. Nominations that are unclear, inaccurate, late or do not comply with the below criteria will impact your volunteer nominee's score.
- The Town's Representative Volunteer must be a resident or residents of the Town of Lunenburg. (*Please note:* Residents who live outside of the Town are eligible for provincial recognition through their own municipality.)
- While we understand some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience.
- From those nominated, a representative volunteer will be selected and recognized at the Provincial Volunteer Awards ceremony to be held in Halifax in early April.
- The Town will hold a Volunteer Appreciation Reception in April to demonstrate gratitude for all volunteers and where all those nominated will be specially recognized.

### Nominees will be scored for the Provincial Volunteer Awards using the following criteria:

- 15% – Years of service
- 10% – Number and diversity of organizations served
- 25% – Contributions: Leadership & Commitment
- 25% – Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
- 25% – What makes this volunteer exceptional?

**Nominator's Information**

Nominator's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Nominator's Phone: (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Volunteer Nominee's Information**

Volunteer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Volunteer Nominee's  
Phone: (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Nomination forms can be mailed, faxed, dropped off or emailed to:**

**Kelly Cunningham, Recreation Director**  
Town of Lunenburg  
119 Cumberland Street, PO Box 129  
Lunenburg, NS, B0J 2C0

P: 902-634-4006  
F: 902-634-4416  
E: kcunningham@explorelunenburg.ca

***On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.***

*The personal information collected on this form will only be used for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director as above.*

**Volunteer’s Role & Organization Information**

**Example:**

*Organization:* ABC Community Soccer Program

*Purpose of Organization:* To help and facility a soccer program in our community for youth and children.

*Role(s):* Coach of the U12 summer soccer team

*# of Years Volunteering With Organization:* 10 years

Organization:

Purpose of Organization:

Nominee’s Role(s):

# of Years Volunteering with Organization:

**Do you know of any other volunteer roles your nominee holds currently or has held previously? Please provide as much information below as possible:**

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

**1. Volunteer's Contributions**

A. *Why are you nominating this person?*

B. *Are there other characteristics of this volunteer that makes them exceptional?*

**2. Brief Summary to be read at the Ceremony: Provide 1-2 sentences that outline the nominee's volunteer involvement, which can be read during the ceremony and used in the event program.**

**Example:** *Elizabeth has been a cornerstone at events for ABC Support Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children's Centre and her Church. Her selfless hours of dedication make the jobs of others easier. She is an individual who honours the true essence of volunteerism.*