



Awards of Excellence

SPRUCE GROVE

NOMINATION

In 2003 the City of Spruce Grove established the "Spruce Grove Awards of Excellence" to recognize achievements and contributions made to the City of Spruce Grove.

Each year nominations are received in the following categories:

- Athletics
- Arts
- Education
- Environment
- Innovation
- Community Service
- Special Citation for Significant Achievement

Conditions for nomination

- Made a significant contribution to the City of Spruce Grove in the nomination category
- Achieved national/international recognition in the nomination category

Mail, fax or email your nomination package to:

City of Spruce Grove
315 Jespersen Avenue
Spruce Grove, Alta. T7X 3E8
Fax: 780-962-0149
Email: info@sprucegrove.org

Nominations must be received **no later than midnight on April 30 to be considered for the current year's awards.**

Any nomination received after this date will be considered for the following year's awards.

For more information call 780-962-2611.



HOW TO SUBMIT A NOMINATION

To be considered, all nomination materials (Nomination Form 1, Reference Material Form 2, covering letter, three letters of reference) and the attachments must be submitted. Nominations must contain complete and accurate information concerning the merits of the candidate and must have the consent of the nominee, or if deceased, the family.

1. Determine which category is most appropriate and ensure your nominee meets the conditions of that category.
2. Prepare a letter, not longer than four pages, to the Chairman of the Spruce Grove Awards of Excellence Committee describing why this nominee merits recognition.
3. Complete the nomination package:
 - Nomination Form 1 contains information pertaining to the nominee, the category and references.
 - Reference Material Form 2 describes the accompanying support materials that identify or document the nominee's accomplishments.

Support materials may be used as the basis of the nominee's interactive presentation.

4. Obtain three letters of reference in support of the nomination. Current members of Spruce Grove City Council are not eligible to provide letters of reference.



www.sprucegrove.org/aoe

CATEGORIES OF RECOGNITION



ARTS

Purpose: To honour outstanding individuals or organizations who gain national or international acceptance or recognition of outstanding achievement in one or more of the arts where considerable discipline, skill and training is required (or where qualified board adjudicators or judges have publicized their awarding opinion or decision). For the purpose of this award, Arts shall include, but not be limited to: literary arts, visual arts, performing arts, film, video and traditional arts.

Conditions for nomination: To be eligible for nomination, a nominee must have made a significant contribution to the arts in Spruce Grove and have gained national or international recognition.

EDUCATION

Purpose: To honour those individuals who gain recognition from an accredited national or international body for outstanding achievement in education.

Conditions for nomination: To be eligible for nomination a nominee must have made a significant contribution to education and have gained national or international recognition.

ENVIRONMENT

Purpose: To honour those individuals who gain recognition from an accredited national or international body for outstanding achievement in environmental protection and conservation.

Conditions for nomination: To be eligible for nomination a nominee must have made a significant contribution to the environment and have gained national or international recognition.

ATHLETICS

Purpose: To honour outstanding national and international calibre athletes who have represented Spruce Grove in a creditable manner in athletic competition, and whose example of good sportsmanship has brought repute to the sport and high regard for the individual.

Conditions for nomination: To be eligible for nomination as an athlete, a nominee must have represented Spruce Grove as an amateur or professional athlete at a national or international level.

Before a nomination of an athlete is accepted: There must be a three-year waiting period following retirement of the athlete from major competition. At the discretion of the City of Spruce Grove Awards of Excellence exceptions may be made for athletes who have won world or Olympic gold medals.

To be eligible as a team: A nominee must be a Spruce Grove-based team, representing Canada, the Province of Alberta and/or the City of Spruce Grove. The team must have competed in national, Olympic, world and major sporting competitions sanctioned by an accredited international body and have finished not lower than third place.

INNOVATION

Purpose: To honour those individuals who gain recognition from an accredited national or international body for outstanding achievement in innovation.

Conditions for nomination: To be eligible for nomination a nominee must have made a significant discovery which resulted in national or international recognition.

COMMUNITY SERVICE

Purpose: To honour those individuals or groups who have provided lengthy and significant volunteer service to athletics, arts, social services, health care or community service in Spruce Grove.

Conditions for nomination: To be eligible for nomination a nominee should have given or should continue to give outstanding service to the Spruce Grove community.

SPECIAL CITATION FOR SIGNIFICANT ACHIEVEMENT

Purpose: To honour those individuals or groups who gain national or international recognition for accomplishments not described in any of the aforementioned award categories.

Conditions for nomination: To be eligible for nomination a nominee must have positively affected or otherwise made a significant contribution to the community of Spruce Grove by excelling in his/her respective discipline including accredited national or international recognition of achievements.

CLAUSE OF EXCEPTION

In the event where an individual has received national or international acknowledgement of contributions to their field, the individual may be considered for further recognition from the City of Spruce Grove such as, but not restricted to, the naming of streets, parks and public facilities in the recipient's honour, pending approval of Spruce Grove City Council.



NOMINATION Form 1

NOMINATION FOR:

**If nominee is deceased, also provide contact information for next of kin*

Name*: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone: (_____) _____ Email: _____

Category:

- Athletics Education Environment Arts Community Service
 Innovation Special Citation for Significant Achievement

Nomination Submitted By:

Name: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone: (_____) _____ Email: _____

Nominator's Signature: _____

References:

Attach three letters of reference. Each letter must include the writer's full name, mailing address and telephone number. Current members of Spruce Grove City Council are not eligible to provide letters of reference.

Deadline:

Nomination packages must be mailed, faxed or emailed not later than **midnight on April 30 to be considered for the current year's awards.**

Nominations received after the deadline will be considered for following year's awards.

Mail, fax or email your nomination package to:

City of Spruce Grove, 315 Jespersen Avenue
Spruce Grove, Alta., T7X 3E8
Fax: 780-962-0149
E-mail: info@sprucegrove.org

Questions?

Call 780-962-2611 or email info@sprucegrove.org

Have you included:

- Signed Nomination Form 1?
- Reference Material Form 2?
- Covering letter?
- Three letters of reference?

All personal information (letters, biographies, resumés and supporting materials as well as photographs, video recordings, digital images) collected by the nominator and/or the City of Spruce Grove is collected under the authority of Section 34(a) of the Freedom of Information and Protection of Privacy (FOIP) Act. The City of Spruce Grove will use this personal information exclusively for administering the Awards of Excellence. If you have any questions regarding the collection, use and disclosure of personal information for these awards, please contact the FOIP Coordinator at 780-962-7634 ext.154.



REFERENCE MATERIAL

Form 2

SUPPORTING NOMINATION FOR:

Name: _____ Submitted By: _____

Source: _____ **Contact:** _____ **Description:** _____

Video Material: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Audio Material: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Newspaper Articles: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print Material: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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