



University of Alberta Museums

Volunteer of the Year Award: Nomination Form

(Deadline for applications: January 20, 2017)

General Instructions:

- 1. An eligible award nomination is composed of four (4) parts:**
 - A completed and signed nominee form
 - A completed and signed nominator form
 - A narrative justification no more than one (1) page in length
 - A minimum of one (1) letter of support
- 2. To be eligible for the University of Alberta Museums' Volunteer of the Year Award, a nominee must meet at least one of the following criteria:**
 - The nominee has made exemplary contributions to museums standard practice on campus in areas such as database management, collection management, facilitation of research and community outreach
 - The nominee has undertaken and completed a special task that has had a significant impact on the operations, programs or services of one or more of the University of Alberta Museums' collections
- 3. A University of Alberta Museums volunteer is not a paid position.** Graduate student research assistants (GRAs) or teaching assistants (TAs), for example, are not considered volunteers and are thus not eligible for the award. However, graduate students who provide volunteer services above and beyond their research or RA/TA work may be eligible.
- 4. Members of the Friends of the University of Alberta Museums are eligible for the award.**
- 5. Volunteer of the Year award nominations can be made by University of Alberta Museums curators and collections staff only.**
- 6. Applications will be considered based on individual merit rather than team projects/group effort.**
- 7. Please note that incomplete nominations will be considered ineligible.**



Part 1: Nominee Information

(PLEASE **PRINT** CLEARLY OR **TYPE**)

First Name: _____

Last Name: _____

Mailing Address: (home or campus) _____

City/Town: _____ Province: ____ Postal Code: _____

Telephone (daytime): _____ E-mail: _____

This volunteer work was not completed as part of a GRA/TA position. *Check yes.
(*If unchecked, application will be considered ineligible.)

The Nominee must sign and agree to the following:

I have reviewed the nomination form and all attachments and agree to submit my name, contact information and details concerning my volunteer activities for the University of Alberta Museums to the University of Alberta Museums' Volunteer of the Year Award Committee.

Signed: _____ Date: _____

Information gathered via this form will be shared only with Museums and Collections Services and members of the University of Alberta Museums' Volunteer of the Year Award Committee for the purpose of determining a suitable award winner. The personal information on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose stated above. Questions regarding the collection or the use of this information should be addressed to the Communications and Marketing Coordinator, Museums and Collections Services, Ring House #1, University of Alberta, T6G 2E1 (phone: 780.492.5834/ fax 780.492.6185).



Part 2: Nominator Information

(PLEASE **PRINT** CLEARLY OR **TYPE**)

First Name: _____

Last Name: _____

Position/Title: _____

Collection/Museum: _____

Campus Address: _____

Telephone (daytime): _____ E-mail: _____

The Nominator must sign and agree to the following:

I have reviewed the nomination form and all attachments, and agree to submit my name, contact information and narrative justification to the University of Alberta Museums' Volunteer of the Year Award Committee.

Signed: _____ Date: _____

Signature of appropriate Curator if not the Nominator:

Signed: _____ Date: _____

Information gathered via this form will be shared only with Museums and Collections Services and members of the University of Alberta Museums' Volunteer of the Year Award Committee for the purpose of determining a suitable award winner. The personal information on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose stated above. Questions regarding the collection or the use of this information should be addressed to the Communications and Marketing Coordinator, Museums and Collections Services, Ring House #1, University of Alberta, T6G 2E1 (phone: 780.492.5834/ fax 780.492.6185).



Part 3: Narrative Justification for the Nominee

The narrative justification must:

- state the nominee's name and the University of Alberta Museums collection(s) in which the nominee has made his/her volunteer contributions;
- indicate approximately how many hours of volunteer service the nominee contributed in the past fiscal year (April 1- March 31) **OR** how many years the nominee has provided active volunteer service in the specified collection(s);
- describe the nominee's volunteer activity, including any special tasks completed by the nominee that have had a significant impact on the specified collection(s); **OR** describe how the nominee demonstrated commitment and/or innovation in his/her approach to meeting the operational, programming or service needs of the specified collection(s); and
- provide additional background or contextual information about the nominee that may strengthen the award nomination.

Part 4: Letter of Support

The University of Alberta Museums' Volunteer of the Year Award must also include a **minimum of one (1) letter of support**. The letter(s) of support must be written by:

- someone other than the nominator
- someone who has knowledge of the nominee's volunteer activities
- someone who is not a staff member of Museums and Collections Services

For additional information, please contact:

Jill Horbay, Communications and Marketing Coordinator
Telephone: 780.492.3802 E-mail: horbay@ualberta.ca

Submit the complete nomination by January 20, 2017 to:

Janine Andrews, Executive Director
University of Alberta Museums
Ring House #1, University of Alberta
Edmonton, AB T6G 2E1