

# The

# 2017 CO-OPERATIVE

# SPIRIT AWARDS Nomination Package



*Please review the entire nomination package to make sure that you can provide all necessary documentation and that both the nominator and nominee qualify.*

*If you have any questions regarding the Spirit Awards, please contact:*

**Jennifer Ross • 1-888-745-5521 x.22 • [jross@ontario.coop](mailto:jross@ontario.coop)**

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## ELIGIBILITY AND CRITERIA

### NOMINATOR

- Nominators can be individuals or organizations (Ontario co-operatives, credit unions, caisses populaires, or sector organizations and their staff, board or volunteers) that are Members, or MOMOs\* of the Ontario Co-operative Association (On Co-op)
- On Co-op membership applications may accompany the nomination if the nominator is not currently a member
- Nominators may submit nominations in more than one category; however, an individual or organization may only be nominated in one category per nomination year
- Nominators must receive the permission and acknowledgement of the nominee
- Nominators should retain a copy of the Nomination Package
- Please review all eligibility and submission guidelines prior to submitting the nomination

### NOMINEE

- Organizations and individuals must be (or be affiliated with) a Member or MOMO\* of On Co-op to qualify for nomination
- Group nominees (e.g. co-op networks or a department) will be treated as an organization and not as an individual
- The nominee should review the entire Nomination Package before signing

### SELECTION PROCESS

- Recipients will be chosen by our selection panel, consisting of at least three individuals who are familiar with Ontario's co-operative sector, and who are not On Co-op staff
- Decisions are confidential and final
- **Complete Nomination Packages must be received at the On Co-op offices no later than midnight on July 31, 2017 to be considered**

\* MOMOs (Member of Member Organizations) are Members of a Federation/Association which is part of the On Co-op Membership. To view our full list of members and to see if your organization qualifies as a MOMO, **[CLICK HERE](#)**.

# ITEMS TO INCLUDE

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## 1. NOMINATION FORM

The Nomination Form, provides information about the nominee and the nominator. Complete the Nomination Form online [HERE](#).

## 2. STATEMENT OF NOMINATION

In a separate document, tell us about your nominee's contributions to the Ontario co-operative movement. The suggested length is one full page, typed. Below are the some potential paragraph starters for each award category.

### ► **CO-OPERATIVE SUSTAINABILITY** *(awarded to an organization)*

- "My nominee has demonstrated leadership in developing and implementing sustainable practices within their organization by..."
- "My nominee practices a tripple bottom line approach to sustainable business by..."

### ► **CO-OPERATIVE IDENTITY** *(awarded to an individual)*

- "My nominee actively champions the co-operative principles by..."
- "My nominee embodies the co-operative spirit by educating, developing or advocating on behalf of the co-operative movement by..."

## 3. LETTER OF SUPPORT

Please provide one letter of support that complements the Statement of Nomination and provides additional information about the nominee. The letter should be written by an individual or organization who fully supports the nomination and is not affiliated with the nominator. The letter should mention the nominee by name, refer to the Spirit Awards category they have been nominated for, and support your Statement of Nomination. The suggested length is three-quarters to one full page, typed.

## 4. ADDITIONAL INFORMATION *(Optional)*

You may choose to include photo samples, documents and/or other materials that support the nomination. We regret that any materials submitted will not be returned.

# HOW TO SUBMIT



TO SUBMIT YOUR COMPLETE NOMINATION PACKAGE, PLEASE MAIL, E-MAIL OR HAND-DELIVER THE NOMINATION PACKAGE TO:

## Ontario Co-operative Association

**Attention:** Jennifer Ross

30 Douglas St. • Guelph, ON • N1H 2S9

**E-mail:** [jross@ontario.coop](mailto:jross@ontario.coop)

THE COMPLETE NOMINATION PACKAGE MUST INCLUDE THE FOLLOWING:

**Nomination Form.** Provides information about the nominee and the nominator. Print and fill out the Nomination Form by hand, or use the electronic, fillable PDF version **HERE**.

**NOTE:** *The nominee and nominator must each sign the form or acknowledge it electronically. The nominator should retain one copy of the complete Nomination Package including all attachments and supporting documentation.*

**Statement of Nomination.** Highlights the nominee's significant co-op contributions, involvement, and role in the Ontario movement through providing specific examples of their achievements. Tell us about your nominee by using the paragraph starters related to their award category as described in the Statement of Nomination (suggested length: one full page typed).

**Letter of Support.** Complements the Statement of Nomination and provides additional information about the nominee (suggested length: three-quarters to one full page typed).

**Additional Information (optional).** Recipients are selected primarily on the basis of the information provided in the Statement of Nomination. However, feel free to include additional information that supports the nomination. The materials will be copied and distributed to the selection panel.

