

2019 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

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 (OCA)
- OCA membership applications may accompany the nomination if the nominator is not currently a member
- Nominators may submit nominations in more than one category
- 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 OCA 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 OCA staff
- Decisions are confidential and final
- **Complete Nomination Packages must be received at the OCA offices no later than midnight on July 31, 2019 to be considered for an award in 2019**

* MOMOs (Member of Member Organizations) are Members of a Federation/Association that is part of the OCA membership.

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 some examples of ways you may highlight your nominee's achievements.

► *Individual*

- “My nominee actively champions/lives co-operative principle(s) #___ by...”
- “My nominee has demonstrated leadership/mentorship/passion within their organization or sector by...”

► *Organization*

- “My nominee has demonstrated leadership/commitment/innovation within their sector by...”
- “My nominee lives/promotes the co-operative principles by...”

3. LETTER OF SUPPORT

Please provide one letter of support that complements the Statement of Nomination and provides any 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 Award category they have been nominated for, and support your Statement of Nomination. The suggested length is three-quarters to less than 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

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 by providing specific examples of their achievements. You may use 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.