



Order of Collingwood & Companion of the Order Nomination Package

The *Order of Collingwood* was established in 1983, throughout the years the criteria has taken on many forms, but has always focused on recognizing exemplary volunteerism within the community. In 2003, the *Companion of the Order* was established to further recognize the volunteerism of previous recipients who continue to go above and beyond in their volunteer service to the community.

Nomination Criteria:

1) Order of Collingwood

- Must volunteer in the Town of Collingwood, to the primary benefit of the Collingwood community, and have received no remuneration or financial benefit from the volunteer participation or service;
- Nominees do not need to be a resident of the Town of Collingwood, as long as the volunteer contributions benefit the community and residents of the Town of Collingwood;
- Volunteer contributions of a nominee must have been made on a continuous basis over a period of time not less than two years with the exception of youth volunteerism;
- Must not be a member of the *current* Municipal Council;
- Awards may be awarded/presented posthumously.

2) Companion of the Order

- Same as above, however, only awarded to **former Order of Collingwood recipients**, who through their continued volunteer efforts improve the overall character in Collingwood for a period not less than **five years**.

Nomination Process & Requirements:

A complete nomination package must include the following items:

- ✓ Completed Nomination form
- ✓ A letter of support from the Nominator
- ✓ Two (2) additional letters of support
- ✓ Any other additional information that might be helpful for the nomination

Please Note:

- Nominations may be submitted by an individual, a business or an organization
- Late submissions will not be considered

Helpful hints for writing a nomination letter:

- What volunteer initiatives has the Nominee been involved with, and for how long?
- How has the Nominee's volunteerism positively affected the community?
- Have others within the community learned from or been motivated by the Nominees contributions?

Deadline for Nominations: Monday November 4, 2024 at 4:30 p.m., addressed to:

Town of Collingwood

Attn: Order of Collingwood Review Committee

97 Hurontario Street, Box 157 Collingwood, ON L9Y 3Z5

Email: orderofcollingwood@collingwood.ca



Order of Collingwood & Companion of the Order Nomination Form

Nominee Information: Order of Collingwood/Companion of Collingwood

Name

Mailing Address

E-mail

Phone Number

Please select one option listed below to confirm which award the nomination is for:

Order of Collingwood

Companion of Collingwood **must be a previous Order of Collingwood recipient*

Please provide the year the Nominee received the Order of Collingwood: _____

Nominator Information

Name

Mailing Address

Email

Phone Number

If your nominee is successful, do you wish to have your name shared with the nominee?

Yes

No

By signing below, I, the Nominator, confirm that the nomination that I am submitting aligns with the nomination criteria of the award.

Signature: _____ Date: _____

Nomination Requirements

Completed Nomination form

A letter of support from the Nominator

Two (2) additional letters of support (addressed to the Committee)

Deadline for submission: Monday November 4th, 2024 at 4:30 p.m.

Please submit completed nomination packages to:

Town of Collingwood
Attn: Order of Collingwood Review Committee
97 Hurontario Street, Box 157 Collingwood, ON L9Y 3Z5
Email: orderofcollingwood@collingwood.ca

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely in confidence for the purpose of reviewing and recommending the successful recipients in accordance with the Order of Collingwood Policy. Questions about this collection should be directed to Clerk Services @ 705-445-1030 or clerk@collingwood.ca