UNIVERSITY OF ALBERTA

2024 COMMUNITY CONNECTIONS AWARDS

NOMINATION PACKAGE

OVERVIEW

Our ability to contribute to society flows in large measure from our ability to connect with our communities. That's why the **University of Alberta's Community Connections Awards** honour those individuals and groups who have embodied the U of A's spirit to ***"uplift the whole people"*** by sharing their expertise, time, and energy for the benefit of the public good. Three awards are presented annually to those who support, study and work at the University of Alberta.

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CATEGORIES AND CRITERIA

Individuals and groups, who can demonstrate their exceptional service to the University of Alberta through the impact of their community involvement and who meet the following criteria, can be nominated for the following Community Connections Awards:

COMMUNITY SCHOLAR AWARD

Recognizes U of A tenure track faculty, sessional instructors, and/or lecturers who have demonstrated their exceptional commitment to community research and scholarship by sharing and translating their area of expertise for the betterment of the community.

COMMUNITY LEADER AWARD

Recognizes U of A employees, post-doctoral fellows, and/or students who have embraced opportunities to build, enhance, and sustain engagement with the broader community.

UALBERTA ADVOCATE AWARD

Recognizes a member or team from the broader community who has contributed to the betterment of the U of A experience. Though not U of A employees or students, their efforts have enhanced the U of A's reputation and raised its profile with neighbouring communities near and far.

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HOW TO APPLY

Online nomination forms are also available at uab.ca/cca

Nominations for the 2024 Community Connections Awards must include the following:

- Completed Nomination Form (included in this package and also available online)
- One typed, signed, and dated impact statement from the nominator*
- Up to two typed, signed, and dated letters of support that describe the nominee's specific contributions to the community and their merit for the award nomination*

*See "Guidelines for Supporting Documentation" for details.

Completed nominations can be submitted:

- **ONLINE** at uab.ca/cca
- **BY EMAIL** to community.relations@ualberta.ca
- **BY MAIL** to
  Attn: Community Relations
  Enterprise Square, 3rd Floor 10230
  Jasper Avenue Edmonton, AB
  T5J 4P6

DEADLINE FOR NOMINATIONS:

February 1, 2024

Nominees may only be considered for one category per year. Previous winners of the Community Connections Awards are not eligible.

SELECTION PROCESS

Nominations for the awards will be reviewed by a selection committee that includes representatives from across the university as well as members from the broader community.

Award recipients and their successful nominators will be contacted in early 2024.

The 2024 recipients will be recognized for their contributions at a community event in the spring.

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GUIDELINES FOR SUPPORTING DOCUMENTATION

All impact statements and letters of support must provide specific examples that detail how the nominee has demonstrated their commitment to connecting communities near and/or far to the University of Alberta through their community service efforts. Impact statements and letters of support should be as specific as possible and should include concrete examples that speak to the nominee's community contributions and their significance to the University of Alberta. Where applicable, evidence of the value and extent of the nominee's work, and the time frame of their nominated activities should be included. All supporting documents should be **TYPED, DATED**, and **SIGNED** by the author(s).

The following formatting guidelines **MUST** be followed:

- **Maximum length:** two pages*
- **Page size:** Letter (8.5 x 11 inches)
- **Margins:** 1 inch minimum
- **Font Size:** 11 points or larger
- **Line Spacing:** 1.5 points

* Material over the two page maximum for supporting documentation will be disregarded.

Additionally, the letters of support must contain the nominee's name and the referee's name and contact information.

Incomplete letters of support and/or impact statements may result in disqualification.

The university reserves the right to contact referees to verify the information submitted.

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NOMINATION FORM

SECTION 1 – ABOUT THE NOMINEE

First Name

Last Name

Address

City | Postal Code

Phone Number | Email

U of A Position and
Department/Faculty (if applicable):

Award Category (please check one category only):

☐ Community Scholar   ☐ Community Leader   ☐ UAlberta Advocate

SECTION 2 – ABOUT THE NOMINATOR

First Name

Last Name

Address

City | Postal Code

Phone Number | Email

SUPPORTERS:

First Name | Email

Last Name

Name | Email

Last Name

SECTION 3 – SUPPORTING DOCUMENTATION

Please confirm that you have included the following supporting documents with this nomination package:

☐ Impact Statement
☐ Reference Letter 1
☐ Reference Letter 2

All supporting documents must comply with the "Guidelines for Supporting Documents."

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of administering university relations at the University of Alberta and, for determining eligibility to receive an award offered by the University of Alberta. By making a FIOPP access request, a nominee may gain access to a letter of support and/or other information of which he or she is the subject. Individuals have the right to refuse to provide a letter of support for the nomination. Any information submitted may be used to update your record with our office.

SECTION 4 – DECLARATION

☐ **I DECLARE THAT,** to the best of my knowledge, the information provided in this application and its supporting documents is true and that no material has been withheld.

Nominator's Signature

Date

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