

# NOMINATION FORM



## Order of BRITISH COLUMBIA

**THE ORDER OF BRITISH COLUMBIA** was established by statute on April 21, 1989, to recognize those persons who have served with the greatest distinction and excelled in any field of endeavour benefiting the people of the Province or elsewhere.

*Fields of endeavour may consist, for example, of community leadership; business; labour; industry; volunteer service; professions and other occupations; research; culture; arts; sports; and others.*

### NOMINATION GUIDELINES

- Any resident of British Columbia, or former long-term resident, who has demonstrated outstanding achievement, excellence or distinction in any field of endeavour benefiting the people of the Province or elsewhere is eligible.
- Nominations require a nominator and two letters of support.
- The completed nomination form and supporting materials must be submitted as one package. The Order of British Columbia, Honours and Awards Secretariat will not consider incomplete nominations.
- All materials submitted (in part or in whole) in support of a nomination become part of the nomination, thus become the property of the Honours and Awards Secretariat and will not be returned.
- Federal, provincial and municipal elected representatives are not eligible for appointment to the Order while they remain in office.
- A person may not be appointed to the Order posthumously unless the Advisory Council recommends the appointment to the Lieutenant Governor in Council before the person's death.
- The Secretariat keeps all nominations confidential to respect the privacy of the people consulted and to avoid disappointment of the nominees, and we ask that the nominators and others involved do the same.

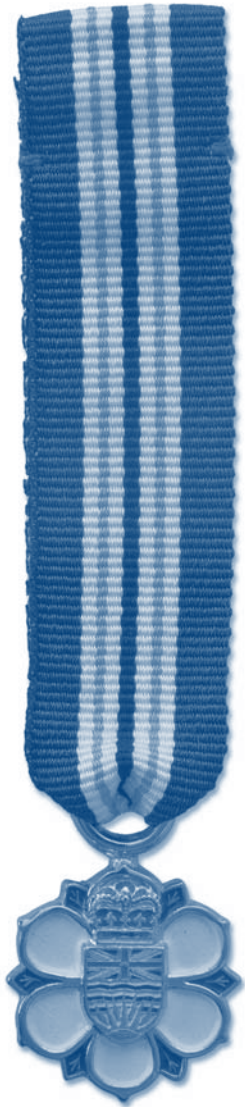
### Please send the completed nomination form to:

Honours and Awards Secretariat  
P.O. Box 9422 STN PROV GOVT  
Victoria, British Columbia V8W 9V1

Courier: 1st Fl., 548 Michigan Street  
Victoria, British Columbia V8V 1S2

Additional information is available on the  
Web site at: [www.protocol.gov.bc.ca](http://www.protocol.gov.bc.ca)





## SELECTION PROCESS

- All nominations are reviewed by the Order of British Columbia Advisory Council. Members of the Council are appointed by statute.
- All nominations are confidential. Nominators may be contacted to clarify information provided, but will not otherwise be contacted regarding the status of their nomination unless their nominee is selected.
- Nominations must be received by March 10th to be considered for an award in the same calendar year.
- Selections are made no later than April each year, and successful nominees and their nominators are notified before June. Investiture ceremonies normally take place in June at Government House.
- Nominees might not be selected in the year their nominations are submitted. Nominations may be carried forward to subsequent years by written request from the nominator. To ensure nominations are current, a nomination can only be carried forward for three years before new material needs to be submitted.
- The Honours and Awards Secretariat reserves the right to limit the amount of supporting documentation accepted as part of the nomination.

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## FINAL CHECKLIST

The Honours and Awards Secretariat is unable to consider incomplete applications. Have you included:

- complete contact information for the nominee, yourself and the supporters;
- the nominator's written description, including basic biographical information about the nominee, what the nominee contributed and achieved, how the nominee's contributions or achievements impacted others, what leadership abilities the nominee has demonstrated, and why the nominee's service should be recognized; and
- Two letters in support of the nomination.



# NOMINATION FORM

## Order of BRITISH COLUMBIA



Please place the following nomination before the Advisory Council of the Order of British Columbia

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Occupation and/or field of endeavour (select one):

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Community leadership | <input type="checkbox"/> Volunteer service                 | <input type="checkbox"/> Arts        |
| <input type="checkbox"/> Business             | <input type="checkbox"/> Professions and other occupations | <input type="checkbox"/> Sports      |
| <input type="checkbox"/> Labour               | <input type="checkbox"/> Research                          | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Industry             | <input type="checkbox"/> Culture                           | _____                                |

Is the nominee a current or former resident of B.C.? \_\_\_\_\_

**My reason for making this nomination are:**

(This should be a concise, up-to-date statement of why you think your nominee meets the eligibility criteria for the Order of British Columbia. Please feel free to expand beyond this page)

**Following is a biographical sketch of the career of my nominee:**

(Please feel free to expand beyond this page. Curriculum Vitae are not encouraged.)

**Nominator Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Following are the names of two people or organizations who have agreed to submit letters in support of my nomination:

1. Name \_\_\_\_\_ 2. Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/Prov/PC \_\_\_\_\_ City/Prov/PC \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

N.B. The onus is on the nominator to ensure that nominations are complete. All materials we receive will be kept confidential but may be disclosed to the nominee if requested. We reserve the right to limit the amount of supporting documentation accepted. The completed nomination form and letters of support must be submitted as one package.

\_\_\_\_\_  
SIGNATURE OF NOMINATOR

\_\_\_\_\_  
DATE

**Mail completed nomination forms to:**

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P.O. Box 9422 STN PROV GOVT  
Victoria, British Columbia  
V8W 9V1

Courier: 1st Fl., 548 Michigan Street  
Victoria, British Columbia V8V 1S2

The information on this form is collected under the authority of the "Provincial Symbols and Honours Act." The information collected will help us to assess the eligibility of nominees to the Order of British Columbia. If you have any questions about the collection, use or disclosure of this information, please contact the Coordinator, Honours and Awards Secretariat at (250) 387-1616 or by e-mail at [protocol@gov.bc.ca](mailto:protocol@gov.bc.ca) or by fax at (250) 356-2814. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

**Nominations and letters of support must be received by 5 p.m. PST on March 10 to be considered for an award in the same calendar year. Faxes will be accepted but must be followed by the original within five working days. Nominations received after March 10 will be included in the selection process for the next calendar year. Should March 10 fall on a weekend, nominations will be received up to 5 p.m. PST on the next business day.**