

Please use the check list below to assist you in processing the documents required.

- Contact two other individuals that will be willing to support your nomination for this award. These two individuals can be other Douglas College faculty, Douglas College staff or an individual from the external community.
- Obtain a letter from each supporting nominator that addresses the award criteria. Include these letters in your submission to the Committee.
- Contact your Volunteer Supervisor(s) to determine if they are willing to provide information on your volunteer activities by filling out the Volunteer Organization Reference form.
- Print the number of copies of the Volunteer Organization Reference Form needed (one for each supervisor you have contacted from whom you want a reference).
- On each Volunteer Organization Reference form fill in the following:
 - **your name and contact information**
 - **the date the form must be completed by**
 - **sign the section permitting the supervisor to share your information**

This will assist the supervisor(s) to reach you if they have any questions and ensure that the form is completed in a timely manner. Your signature on the form also gives the supervisor(s) permission to share information about you on the reference form.

- Deliver the forms to the supervisor(s); this can be done in person, by fax or email. Ensure the supervisor(s) knows the date you need the form returned by.
- Retrieve the completed reference forms from your volunteer supervisor(s)
- Submit your nomination package (scanned in PDF format) via email to the Educational Excellence Committee *c/o Bette Cavanagh, Education Council Secretary*, cavanaghb@douglascollege.ca

Your package must include:

- Original nomination (along with any other supporting documents provided)
- Two supporting signatures and letters for the nomination
- Volunteer Organization Reference Forms
- Volunteer Activity Record
- Current Resume

Thank you

Andrew Osborne, Faculty of LLPA, Communications
Chair, Educational Excellence Committee