



Youth Science Canada  
Sciences jeunesse Canada

# **Distinguished Service Award Nomination Guide**

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# Youth Science Canada

## Distinguished Service Award

### Recognizing outstanding volunteer and staff contributions to Youth Science Canada Programs

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#### **VOLUNTEERS AND STAFF – THE KEY TO YOUTH SCIENCE CANADA PROGRAMS**

Youth Science Canada estimates that each year, about 8000 adult volunteers across the country are responsible for the success of Youth Science Canada Programs – as committee members, judges, mentors and others at the regional, provincial and national levels. Some of these volunteers have dedicated countless hours over many years and are deserving of recognition at the national level. In addition, people have made similarly outstanding contributions to the programs that included paid work, either for Youth Science Canada or an associated organization.

#### **WHAT ARE THE AWARD CRITERIA?**

The Youth Science Canada Distinguished Service Awards annually recognize up to ten volunteers and staff who have made an outstanding contribution, through innovation, long service, or leadership, to the organization or its programs at any level. Examples of eligible service are provided in the chart, Distinguished Service Award Criteria, at the end of this booklet.

#### **HOW DOES THE NOMINATION PROCESS WORK?**

Any two individuals representing a committee, partner, or affiliated organization at the regional, provincial, or national level of Youth Science Canada may make a nomination using the form provided. The nomination remains in effect for up to three years (unless withdrawn by the nominators). An individual may be nominated more than once, and awards may be granted posthumously.

#### **HOW ARE THE RECIPIENTS SELECTED?**

The nominators submit the Nomination Form and Nominee Information Form describing the nominee's service, using the Distinguished Service Award Criteria for reference along with a one-page cover letter and digital portrait-type photo. Care should be taken to provide sufficient detail and examples to ensure that the reviewers have a brief, clear and complete summary highlighting areas that qualify the nominee's service as outstanding.

#### **WHAT IS THE AWARD?**

The Youth Science Canada Board of Directors evaluates all nominations for the current year together with any held over from the previous two years and selects the recipients.

Recipients receive a presentation award in English or French, as specified on the nomination form. The award is normally sent to the first nominator, who arranges for a suitable presentation. A list of past recipients is maintained on the Youth Science Canada web site.

#### **WHAT IS THE DEADLINE FOR NOMINATIONS?**

Nominations must be received in the Youth Science Canada office no later than January 31 to be considered for the current year.

#### **WHERE DO I SEND THE NOMINATION FORM?**

A complete nomination includes the Nomination Form, Information Form, cover letter and digital photo. Nominations may be submitted by mail, email as PDF attachment ([info@youthscience.ca](mailto:info@youthscience.ca)) or toll-free fax (866-613-2542). The postal address is:

Youth Science Canada  
Distinguished Service Awards  
PO Box 297  
Pickering ON L1V 2R4



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# Nomination Form

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**Nominee:**

Name: \_\_\_\_\_

Region: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email: \_\_\_\_\_

If this nominee is selected, please prepare the presentation award in:  English  French

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**Nominator 1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email: \_\_\_\_\_

**Nominator 2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email: \_\_\_\_\_

We hereby nominate the above-named individual to be considered for the Youth Science Canada Distinguished Service Award. We certify that the information and documentation submitted in support of this application are accurate to the best of our knowledge. We understand that this nomination will remain active for up to three years, unless withdrawn by us. Should the nominee be selected by Youth Science Canada to receive the award, we agree to make suitable and timely arrangements for presentation of the award.

\_\_\_\_\_  
Signature, Nominator 1

\_\_\_\_\_  
Signature, Nominator 2

Date \_\_\_\_\_

Date \_\_\_\_\_

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Referring to the criteria on the Distinguished Service Award Criteria chart, use the Nominee Information Form to describe the nominee's distinguished service in point form. Please include specific examples (point form) where possible. The reviewers are not normally familiar with the nominee, so it is important to indicate how and why their service has been outstanding. Any additional information that you wish to include may be included in a cover letter (maximum one page) attached to the Nominee Information form. A portrait-type digital photo should also be included, which may be emailed to [info@youthscience.ca](mailto:info@youthscience.ca).

The Nomination Form, Nominee Information Form, cover letter and photo must be received by January 31. Nominations may be submitted by mail, email as a PDF attachment ([info@youthscience.ca](mailto:info@youthscience.ca)) or toll-free fax (866-613-2542). The postal address is:

Youth Science Canada  
Distinguished Service Awards  
PO Box 297  
Pickering ON L1V 2R4

December 2020

# Distinguished Service Award Criteria

Distinguished service to Youth Science Canada affiliates, partners and programs takes many forms. Past recipients of this award have typically served at Level 3 or 4 under one or more of the criteria below.

Nominators are required to complete the Nominee Information Form in point form, outlining the nominee's service according to the following criteria. When describing the nominee's service, please include point form examples, such as those listed below, which illustrate the level of service for each of the applicable criteria. A one-page cover letter may also be submitted. Points are awarded at one level for each criterion. Nominees require a minimum of 32 points to be considered. The maximum possible score is 60 points.

## Years of Service to Youth Science Canada

5-7 (2 points)	7-10 (3 points)	11-14 (5 points)	15-19 (8 points)	20 or more (10 points)
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## Youth Science Canada involvement:

Criteria	Level 1 (3-4 points)	Level 2 (5-6 points)	Level 3 (7-8 points)	Level 4 (9-10 points)
School Level Involvement	limited school level involvement (1-3 years): limited promotion of science programs in school	some school level involvement (3-5 years): initiated a Youth Science Canada program locally (e.g., Science Fair, mentorship, Science Olympics)	considerable school level involvement (5-10 years): initiated several local Youth Science Canada programs (e.g., Science Fair, mentorship, Science Olympics) considerable promotion of other science programs in school	extensive school level involvement (10+ years): initiated science programs, local Youth Science Canada programs (e.g., Science Fair, mentorship, Science Olympics)
Regional Involvement	limited regional involvement (1-3 years)	some regional involvement (3-5 years): coordinated aspects of a regional event; worked in local community and/or schools to promote Youth Science Canada programs (e.g., Science Fair, Team Canada, mentorship, Science Olympics)	considerable regional involvement (5-10 years): coordinated aspects of a regional event; worked in local community and/or schools to promote Youth Science Canada programs (e.g., Science Fair, Team Canada, mentorship, Science Olympics)	extensive regional involvement (10+ years): Chair of regional organization; actively promoted Youth Science Canada programs (e.g., Science Fair, Team Canada, mentorship, Science Olympics) in local community and/or schools
Youth Science Canada National Program Involvement	limited national program involvement (1-3 years): mentored a regional team to CWSF; CWSF Host Committee volunteer; Team Canada selection volunteer.	some national program involvement (3-5 years): mentored regional teams to CWSF; attended CWSF as an adult; coordinated event as CWSF Host Committee member; Team Canada adult.	considerable national program involvement (5-10 years): mentored regional teams to CWSF; attended two or three CWSFs as adult; significant member of CWSF Host Committee; Team Canada adult.	extensive national program involvement (10+ years): attended four or more CWSFs as adult; Chair of CWSF Host Committee; Team Canada Fair Director.

Youth Science Canada National Committee or Board Involvement	limited Youth Science Canada national committee or Board of Directors involvement (1-3 years)	some Youth Science Canada national committee or Board of Directors involvement (3-5 years)	active member of Youth Science Canada national committee or officer on Board of Directors for at least one term: national leadership role in a committee or Board initiative	extensive Youth Science Canada national committee (or Board of Directors involvement for one or more terms: executive member of Youth Science Canada national committee; officer on Board of Directors; significant national role or leadership
Overall contribution	limited contribution to the achievement of Youth Science Canada ends (mission and goals)	some contribution to the achievement of Youth Science Canada ends (mission and goals)	considerable contribution to the achievement of Youth Science Canada ends (mission and goals)	significant contribution to the achievement of Youth Science Canada ends (mission and goals)

# Nominee Information Form – Distinguished Service Award

Using the Distinguished Service Award Criteria for reference, outline the nominee's service in point form below. Nominees require a minimum of 32 points to be considered. The maximum possible score is 60 points. A one-page cover letter may also be submitted.

**Years of Service to Youth Science Canada (please indicate the range):**

5-7 (2 points)	7-10 years (3 points)	11-14 years (5 points)	15-19 years (8 points)	20 or more years (10 points)
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**Involvement and dedication (please include a brief description of the volunteer's work at the appropriate level.)**

Criteria	Level 1 (3-4 points)	Level 2 (5-6 points)	Level 3 (7-8 points)	Level 4 (9-10 points)
School Level Involvement				
Regional Involvement				
YSC National Program Involvement				
YSC National Committee or Board Involvement				
Overall Contribution				