

2014 VOLUNTEER OF THE YEAR AWARD

APPLICATION FORM



2012 Winner

Lena **West** (CCA Governor), Jany **Tanguay** (2013 Volunteer of the Year),
Arnold **Asham** (Sponsor), Marilyn **Neily** (CCA Governor)

2014 Canadian Curling Association National Curling Club Volunteer of the Year Award

The CCA's Business of Curling workshop program promotes volunteer development as a vital component to curling facility operations. We encourage facilities to formally recognize volunteers and that recognition is a significant tool you can use to retain and re-motivate your volunteer 'workforce'.

The **Volunteer of the Year Award** is based on the nominee's contributions from the **previous** curling season **only**. The winner of the 2014 award will be recognized for their efforts during the 2013-2014 season. We are **not** looking for a lifetime of contributions since that would preclude those who have been members for a short time.

The winner will receive an all-expense paid weekend trip for two to the Tim Hortons Brier where they will be recognized during one of the playoff games. Provincial / Territorial finalists will receive an exclusive embroidered garment.

Eligible volunteers will have contributed in ANY of the following areas:

- Special event (i.e. championship hosted **at** the club, anniversary celebrations);
- Building construction, renovations or upgrades (unpaid work);
- Program development for adults, persons with a disability, juniors, youth or schools (elementary, secondary, collegiate, university);
- Specific fundraising campaign;
- Successful membership campaign;
- Successful volunteer recruitment;
- **Note:** eligible nominations are not necessarily restricted to these six areas. If your club has a deserving and eligible volunteer who contributed in an area not listed here, please send it in. It will be considered equally.

Your application must include the nominee's:

- Name
- Home address and contact information
- Employment
- Hobbies or Other interests
- Any Provincial/Territorial or CCA curling training (i.e. Technical, Coaching)
- Sweater size
- A high resolution digital image of nominee - head & shoulders (300 DPI)
- A written description of your nominee's contribution and how that contribution **had a significant impact on** the curling club's operation. This essay will describe exactly how the curling club benefited and must include measurable outcomes.

For example:

- Describe any financial benefit

- Was there a boost in membership?
- Was a new program developed?

(Please restrict this essay to 750 words or less. It may be written by a member of the Board of Directors, a club committee member, a staff member or a representative of the member association. The application form **must** be signed by the Club President or their designate.)

Note: The essay could also include a description of such qualities as organizational skills, ability to motivate, quality of work and so on.

Finally, a maximum of three (3) reference letters from any of the following (each 100 words or less):

- Curling club President or other executive member,
- Fellow club member,
- Friend, family member, etc.

Miscellaneous

One finalist will be chosen from each of the following fourteen regions: Newfoundland & Labrador, Prince Edward Island, Nova Scotia, New Brunswick, Quebec, Ontario, Northern Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories and Nunavut.

The deadline for nominations is **December 31st**.

A decision on the fourteen finalists and the winner will be formally announced on or before **February 15th**.

The winner will receive a final weekend trip for two to the Tim Hortons Brier.

The grand prize will include:

- Round trip airfare for two from the nearest airport to their home to the Brier, departing mid-week, Wednesday, returning on the Monday following the Closing Ceremonies.
- One hotel room for five (5) nights.
- Two (2) weekend ticket packages.
- A keepsake crystal trophy.
- An exclusive one-of-a-kind embroidered garment.
- On-ice recognition during one of the Brier playoff games.
- \$200 cash in spending money
- A recognition banner to hang in the curling club.

This award is intended for volunteers within our curling clubs. **The following are ineligible to receive this award:**

- Paid staff, unless it can be shown their contribution was above and beyond the job description they are responsible to carry out;
- Volunteers working on sanctioned national or international championships held outside of the club (i.e. arena);
- Provincial / Territorial member association volunteers at the zone, district, regional, provincial/territorial, national or international levels;
- Course conductors however, instructors at the club level **are** eligible for this award.

Nomination Checklist

Before sending your nomination to the Canadian Curling Association office, please check that you have **included** the following information.

- A 750-word essay outlining your nominee's impact on the club's operation during the 2013-2014 curling season and the President of the club or their designate has added their signature to the nomination.
- Your volunteer's:
 - Name
 - Home address and contact information
 - Employment
 - Hobbies & other interests
 - Provincial/Territorial/CCA training (i.e. Technical, Coaching)
 - Sweater size
 - High resolution digital photo (300 DPI).
- Reference letters (maximum of 3 up to 100 words each).
- Don't forget the **December 31st** deadline.

Send your nomination to: Canadian Curling Association
Volunteer of the Year Award
 1660 Vimont Court
 Orleans, Ontario
 K4A 4J4
 Attention: Rachel Delaney

For more information, call 1-800-550-2875 (151) or, e-mail rachel@curling.ca.

Volunteer of the Year

APPLICATION FORM (Please print neatly)



Name of your nominee for Volunteer of the Year

1

Their address

2

City

Province / Territory

3

4

Postal Code

Their telephone number

Their cell number

5

6

Their e-mail address

7

Where do they curl?

Sweater size (unisex sizing)

8

9

Where do they work?

What do they do?

10

11

What are their hobbies or other interests?

12

Do they have any specialized training?

13

Name of the person nominating

14

Nominator's signature

Date

15

16

Nominator's Address

17

City

Province / Territory

18

19

Postal Code

Nominator's telephone number

Nominator's cell number

20

21

Nominator's e-mail address

22