

SALUTE TO EXCELLENCE
Citation and Performance Ceremony
Citation Award Nomination Form

The City of Edmonton demonstrates its pride in the admirable achievements and leadership of its citizens through the Salute to Excellence Program, recognizing the areas of Arts and Culture, Community Service, and Sports.

Citation Awards honour individuals or groups who have given five or more years of distinguished service as artists, volunteers or inspirational leaders in Arts and Culture, Community Service or Sports within Edmonton.

The Salute to Excellence Council is seeking Citation and Performance Award nominations. Award recipients will be recognized at a ceremony on November 21, 2016.

Submit a Citation Award Nomination

Step 1: Fully complete the corresponding nomination form below. Select a single nomination category: Arts and Culture, Community Service or Sports. Ensure correct spelling of nominee name(s), official event names and accurate event standings. This information will be printed in the ceremony program.

Step 2: Prepare a brief (maximum two pages) letter of support. Explain why the nominee should receive the award and highlight significant contributions as artist, volunteer or leader in Edmonton. Provide significant contributions in an abbreviated resume pointing to the nominee's work in the award area. Refer to accomplishments and indicate how the nominee demonstrates qualifications for the award. This letter should come from someone who is knowledgeable about the nominee's achievements.

Step 3: Provide two reference letters from others in support of the nomination. Submit by the deadline.

Forward completed materials

Mail: Salute to Excellence
8th Floor, CN Tower
10004-104 Ave
Edmonton, AB
T5J 2R7

Fax: (780) 577-3525, Attention: Lynda Leeder Paull

Email: lynda.leederpaull@edmonton.ca

Nomination Deadline - September 15, 2016

Salute To Excellence

Citation Awards Nomination Form

Citation award category: ☐ Arts and Culture ☐ Community Service ☐ Sports

Nomination is for an: ☐ individual ☐ team or group

I have attached: ☐ one letter of nomination ☐ two brief reference letters supporting the nomination

☐ an abbreviated resume in the award area

For teams/groups: ☐ email and full mailing address for each nominee is attached.

Nominee or team/group name	
Address	
	City: Province: Postal Code:
Phone	Home: Work: Cell:
Email	
Special requirements for award ceremony (wheelchair access, interpreter, or other).	

Major reasons for nomination: _____

Type of recognition received: _____

Submitted by		Date:
Address		
	City: Province: Postal Code:	
Phone	Home: Work: Cell:	
Email		

All personal information (letters, biographies, resumes and supporting materials as well as photographs, video recordings, digital images) collected by the nominator and/or the City of Edmonton is collected under the authority of Section 34(e) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. The City of Edmonton, Community Services Department will use this personal information exclusively for the administration of the Salute to Excellence Program. If you have any questions regarding the collection, use and disclosure of personal information for this program, please contact the Program Coordinator at 780-496-7380.