

Salute to Excellence Halls of Fame Nomination Guidelines

NOMINATION DEADLINE: February 16, 2017

1.0 CALL FOR NOMINATIONS

In 1951, the City of Edmonton began the tradition of celebrating outstanding accomplishments of Edmonton athletes. Today, the tradition continues with an expanded mandate to include outstanding people in Arts and Culture, Community Service and Sports.

The Salute to Excellence Council is currently gathering nominations to recognize and honour Edmonton's most outstanding citizens who, through their participation in arts and culture, community service, and sports, or through extraordinary service to their communities have made exemplary contributions to the quality of life in Edmonton.

During a formal evening presentation, the Salute to Excellence Council inducts outstanding Edmontonians into the City of Edmonton Arts and Culture, Community Service, and Sports Halls of Fame.

The City of Edmonton encourages all Edmontonians to look at their neighbours, colleagues, community leaders, and organizations for individuals who could potentially qualify for induction into the City of Edmonton Halls of Fame.

2.0 NOMINATION REQUIREMENTS

NOMINATORS must identify themselves, their relationship to the nominee, and how long they have known the nominee. They must explain how they personally know about the nominee's accomplishments.

NOMINEES who qualify for induction into the City of Edmonton's Halls of Fame must meet the following criteria:

Individuals

- | |
|---|
| <ol style="list-style-type: none">1. The activities for which such outstanding individuals have been nominated must have been conducted primarily in, or for the benefit of, or as a representative of Edmonton
OR2. At the time of their achievement(s) they were residents of Edmonton. |
|---|

Teams

1. Teams or groups of 4 or fewer people may be nominated to a Hall of Fame.
2. Nominees must be Edmonton-based or be a local branch of a Canadian or international organization.
3. To be considered “Edmonton-based,” the team must have played out of a facility that is located within the municipal boundaries of the City of Edmonton, or has the majority of its players residing in Edmonton.
4. Service Clubs or Edmonton Chapters of provincial or national organizations whose sole purpose or function is community service are not eligible for Awards of Distinction.

3.0 SALUTE TO EXCELLENCE CATEGORIES

3.1 ARTS & CULTURE HALL OF FAME

Edmonton’s Cultural Hall of Fame was established in 1986 to honour outstanding individuals and groups whose body of work in Arts & Culture has brought recognition to the City of Edmonton.

Its membership includes many exceptionally talented and dedicated Edmontonians. These outstanding individuals and groups, through their creative achievements, have brought honour and distinction to the City of Edmonton and have made exemplary contributions to the quality of life in Edmonton.

ARTIST: Outstanding individuals who, through a substantial body of work in an artistic discipline (their creative or multicultural achievements), have brought credit to the City of Edmonton.

BUILDER: Noteworthy individuals or groups/organizations who have given prolonged (generally over a period of ten years) and exceptional service to creative and multicultural activities in the City of Edmonton.

ARTIST/BUILDER: Individuals or groups of 4 or fewer individuals, whose careers combine wholly, or in part, the qualities referred to in the two previous categories, in such a way as to make their contribution to the Arts or Culture notable nature.

3.2 COMMUNITY SERVICE HALL OF FAME

Edmonton's Community Service Hall of Fame was established in 2004 and honours outstanding individuals who have made a significant and/or lifetime contribution to the community, which enhances the quality of life in the City of Edmonton, and shall be understood to include health, recreation, community, education and social services.

COMMUNITY LEADER/BUILDER Outstanding individuals or small groups who have demonstrated exemplary leadership or service over a lifetime to an organization(s) that has brought credit to the City of Edmonton for activities which may be local, national, or international, but which are recognized at a national or international level. Service must be over a period of more than 10 years. Such leadership may be in the founding, developing, supporting or sustaining of one or (usually) more organizations or community services leading to further honour, development or recognition of the City of Edmonton.

3.3 SPORTS HALL OF FAME

Edmonton's Sports Hall of Fame had its beginnings in 1961 with the induction of six esteemed builders and athletes. Edmonton athletes have represented the city credibly in competition, with exemplary sportsmanship and skill. Our builders of sport have given our city a strong foundation in which our athletes develop their skills and abilities.

ATHLETE: Outstanding athletes who have represented Edmonton commendably by attaining exceptional results and whose example of exemplary sportsmanship has brought credit to the sport and high regard for the individual.

BUILDER: Individuals who have given prolonged (generally ten years or more) and meritorious service to sports activities in the City of Edmonton.

ATHLETE/BUILDER: Individuals, whose careers combined wholly, or in part, the qualities referred in the two previous categories.

TEAMS: Edmonton-based teams of 4 or fewer individuals, or members of the team, that have represented Canada, the Province of Alberta, and/or the City of Edmonton, with exceptional results and whose example of good sportsmanship have brought credit to the sport and high regard for the team.

Salute to Excellence

Arts & Culture Hall of Fame
Community Service Hall of Fame
Sports Hall of Fame

HOW TO SUBMIT A NOMINATION

Step 1

Carefully review the award categories and determine which category is most appropriate:

- Arts & Culture
- Community Service
- Sports

Step 2

Complete the NOMINATION FORM

Complete the nomination form setting out the reasons why your nominee deserves this honour. Reasons given may include (but are not limited to) the activity of achievement being recognized, the specific nature of the nominee's participation in the activity or groups, national or international awards or prizes, and the effect the nominee's activities have had on the Edmonton community.

For Sports category complete the "List of Sport Achievements" form.

Step 3

Prepare or collect:

- A biography or a curriculum vitae/resume no longer than 4 pages
- **Three** letters (one of nomination and two support), in addition to the nomination form: one of these letters should be from the person who filled out the nomination form and two of these should be from a credible individual or organization in the category (Arts & Culture, Community Service, Sports) in which the individual or group is nominated. The letters should come from persons who know the nominee's accomplishments well
- For Community Service in particular, the letters of nomination and support should point to the nominee's specific volunteer work in the area of the award. Ideally, they would refer to specific accomplishments, indicating how they demonstrate the nominee's qualifications for the award. One of the letters should include, for example, a summary of community and/or volunteer involvement in each organization (i.e. just a volunteer once a year, or a project leader or executive), and length of involvement in each organization.
- If a person in any of the categories is being nominated for an award in the area of their primary work, information must be included which clearly separates a person's paid work from that exemplary or exceptional work for which the person is being recognized
- Each of the letters of nomination/support should be no longer than 3 pages in length.

- The letters may refer to materials or websites identifying the accomplishments or records of service (newspaper articles, other documents, URLs). Hard copies of these will NOT be accepted as part of the nomination package by the Council and Committees.

Step 4

Ensure you have enclosed all the items in Steps 2, and 3, above. Your nomination will not be processed without this information.

Step 5

Send the completed nomination forms:

Mail: Salute to Excellence
8th Floor, CN Tower
10004-104 Avenue, PO Box 2359
Edmonton, AB T5J 2R7

Email: Lynda Leeder Paull lynda.leederpaull@edmonton.ca

In person: Salute to Excellence
11th Floor, CN Tower
10004-104 Avenue
Edmonton, AB T5J 2R7

Fax: Lynda Leeder Paull 780-577-3525

If you have any questions; please call Donna Bradley-Bobey at 780-496-7380 or donna.bradley-bobey@edmonton.ca

Note: The nomination package you submit will be reproduced many times for the Salute to Excellence Awards Council and its Standing Committees. **Please ensure that the form is complete and accurate and that the printing is legible.**

NOMINATION DEADLINE: February 16, 2017

Halls of Fame Induction Ceremony

Event Date: June 12, 2017 Time: 7:30 pm - 10:00 pm

Location: Francis Winspear Centre for Music