

SALUTE TO EXCELLENCE

HOW TO SUBMIT A CITATION 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, or 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 a to be determined date.

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

Salute to Excellence
18th Floor, Edmonton Tower
10111-104 Ave. NW
Edmonton, AB T5J 0J4

Email: salutetoexcellence@edmonton.ca

Nomination Deadline - September 14, 2019

Salute to Excellence CITATION 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).			

NOMINEE (PRONUNCIATION OF BOTH NAMES) _____

Major reasons for nomination:

Type of recognition received:

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

Your personal information is collected in accordance with section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used by the City of Edmonton Salute to Excellence program to contact you regarding your nomination and will be disclosed to the Salute to Excellence Council and your nominee. If you have any questions about the collection, use or disclosure of your personal information, contact the Salute to Excellence Office at 18th Floor, Edmonton Tower, 10111-104 Avenue NW, Edmonton Alberta T5J 0J4 or Donna Bradley-Bobey at 780-496-7380