

The Ontario Volunteer Service Awards



To encourage more youth nominees, organizations may nominate up to **seven** volunteers if at least one of the nominees is a youth. Organizations nominating only adults are limited to six nominees.

PURPOSE

Through their numbers and their activities, volunteers play a very important role in the quality of Ontario life. The strength of Ontario depends on the strength of our communities. Volunteers help in building diverse, vibrant communities that are safe, caring and are socially, culturally and economically strong places in which to live. By submitting a nomination, organizations can help ensure that volunteers in Ontario receive the recognition they deserve.

RECOGNIZING

CONTINUOUS SERVICE

The Ontario Volunteer Service Awards are a way for the government to recognize volunteers for their undeniable contributions. The awards are also a way to thank volunteers for their **continuous years of commitment and dedicated service to a group*** (see note below). Youth volunteers (under the age of 24) are recognized for two or more years of continuous service. Adults are recognized for 5, 10, 15, 20, 25, 30+, 40+, 50+ and 60+ years of continuous service.

WHO IS ELIGIBLE?

The Ontario Volunteer Service Awards are presented to volunteers who contribute consecutive years of service to a single group within Ontario, and whose work is characterized by the following:

- Volunteer time given on an **ongoing and active basis to the same group** for which no payment has been received
- Membership alone is not a qualification for recognition
- Services performed during the normal course of professional or business duties are **not** eligible for recognition.

Organizations that have been in existence for a **minimum of five years** may complete a nomination. Each organization may nominate **up to seven volunteers** (at least one of the nominees must be a youth). Those nominating only adults are limited to six nominees. Organizations that have more than one branch may submit nominations for up to seven volunteers for each branch. Each branch should provide a local contact who will be invited to the recognition ceremony for the nominated volunteers. Nominators must attest to the accuracy of the information provided for each volunteer by signing a certification clause on the nomination form for this program.



**For the purposes of this program "group" is defined as: community, not-for-profit and non-profit organizations/associations; co-operatives; boards; commissions; businesses; government ministries that directly recruit volunteers; arts/educational/correctional institutions and schools; municipalities; long-term care homes; hospitals.*

HOW ARE THE RECIPIENTS SELECTED?

The ministry relies on the judgement of the head of a nominating group (Chair, President etc.) to ensure the information provided is true and the nominees are deserving of recognition in keeping with the requirements of the award. Nominations are reviewed and acknowledged by letter.

HOW ARE THE AWARDS PRESENTED?

Recipients are presented with stylized trillium pins and personalized certificates at special ceremonies held across the province. Pins and certificates each correspond to the length of service being recognized. Recipients receive an invitation to attend the ceremony with one guest. Each organization making a nomination is

also invited to have two representatives attend the ceremony.

WHEN IS THE DEADLINE?

Completed nomination forms will be accepted no later than **January 25**.

FOR MORE INFORMATION...

Ontario Honours and Awards Secretariat

Ontario Ministry of Citizenship and Immigration

400 University Avenue , 4th Floor

Toronto ON M7A 2R9

Tel: 416 314-7526

Fax: 416 314-7743

E-mail: ontariohonoursandawards@ontario.ca

Web site: www.citizenship.gov.on.ca

Or contact the nearest regional

field office listed below.

OTHER FORMS OF RECOGNITION

The Government of Ontario offers other programs that recognize volunteers for contributions beyond years of continuous service. **The June Callwood Outstanding Achievement Awards for Voluntarism in Ontario** are presented to up to 20 individuals, groups and businesses that have made exceptional contributions to their communities and the province through voluntary action.

The **Ontario Medal for Young Volunteers** recognizes the outstanding achievements of up to 10 young volunteers between the ages of 15 and 24 who have made a difference to their communities.

Ontario Ministry of Citizenship and Immigration Field Offices

Dryden Office

Ontario Government Building
479 Government Road
P. O. Box 3000
Dryden, ON P8N 3B3
Tel: (807) 223-8682
Toll-free: 1-800-525-8785
Fax: (807) 223-8502

Hamilton Office

119 King Street West
14th Floor
Hamilton, ON L8P 4Y7
Tel: (905) 521-7346
Toll-free: 1-877-998-9927
Fax: (905) 521-7398

Huntsville Office

207 Main Street West
Huntsville ON P1H 1Z9
Tel: (705) 789-4448
Fax: (705) 789-9533

Kenora Office

810 Robertson Street
Kenora ON P9N 4J4
Tel: (807) 468-2450
Toll-free: 1-800-465-1108
Fax: (807) 468-2788

Kingston Office

Ontario Government Building
Beechgrove Complex
51 Heakes Lane
Kingston ON K7M 9B1
Tel: (613) 531-5580
Toll-free: 1-800-293-7543
Fax: (613) 531-5585

Kitchener Office

30 Duke Street West
4th Floor, Suite 405
Kitchener ON N2H 3W5
Tel: (519) 578-3600
Toll-free: 1-800-265-2189
Fax: (519) 578-1632

London Office

659 Exeter Road, 2nd Floor
London ON N6E 1L3
Tel: (519) 873-4055
Toll-free: 1-800-265-4730
Fax: (519) 873-4061

Walkerton Office

220 Trillium Court
Building 3
Walkerton ON N0G 2V0
Toll-free: 1-800-265-5520
Fax: (519) 881-0525

Midhurst Office

2284 Nursery Road
Midhurst ON L0L 1X0
Tel: (705) 737-3010
Toll-free: 1-877-395-4105
Fax: (705) 739-6697

North Bay Office

447 McKeown Avenue
North Bay ON P1B 9S9
Tel: (705) 494-4182
Toll-free: 1-800-461-9563
Fax: (705) 494-4069

Ottawa Office

347 Preston Street, 4th Floor
Ottawa ON K1S 3J4
Tel: (613) 742-3360
Toll-free: 1-800-267-9340
Fax: (613) 742-5300

Peterborough Office

300 Water Street
2nd Floor, South Tower
Peterborough ON K9J 8M5
Tel: (705) 755-2624
Toll-free: 1-800-461-7629
Fax: (705) 755-2631

Sault Ste. Marie Office

Roberta Bondar Place
70 Foster Drive, Suite 200
Sault Ste. Marie ON P6A 6V8
Tel: (705) 945-5885
Toll-free: 1-800-461-7284
Fax: (705) 945-5931

Sioux Lookout Office

62 Queen Street
P. O. Box 267
Sioux Lookout ON P8T 1A3
Tel: (807) 737-1018
Toll-free: 1-800-529-6619
Fax: (807) 737-3419

St. Catharines Office

301 St. Paul Street, 9th Floor
St. Catharines ON L2R 7R4
Tel: (905) 704-3953
Toll-free: 1-800-263-2441
Fax: (905) 704-3955

Sudbury Office

Ontario Government Building
199 Larch Street, Suite 401
Sudbury ON P3E 5P9
Tel: (705) 564-3035
Toll-free: 1-800-461-4004
Fax: (705) 564-3043

Thunder Bay Office

435 James Street South
Suite 334
Thunder Bay ON P7E 6S7
Tel: (807) 475-1683
Toll-free: 1-800-465-6861
Fax: (807) 475-1297

Timmins Office

Ontario Government Complex
Highway 101 East
P. O. Box 3085
South Porcupine ON P0N 1H0
Tel: (705) 235-1550
Toll-free: 1-800-305-4442
Fax: (705) 235-1553

Toronto Office

400 University Ave.
4th Floor
Toronto ON M7A 2R9
Tel: (416) 314-1820
Toll-free: 1-877-395-4105
Fax: (416) 314-2024

Windsor Office

221 Mill Street
Windsor ON N9C 2R1
Tel: (519) 973-1443
Toll-free: 1-800-265-1330
Fax: (519) 973-1414

The Ontario Volunteer Service Awards

NOMINATION FORM

Nominators must certify nominations as outlined on the final page of this form.

Personal information on this form is collected under the authority of the Ministry of Citizenship and Culture Act, R.S.O.1990, c.M.18, s.4 and will be used to determine eligibility and notify recipients of the Ontario Volunteer Service Awards. For further information, please contact the Manager at the Ontario Honours and Awards Secretariat at (416) 314-6608. For service in French, please call (416) 314-7529 or (416) 212-3196.

(Please print clearly and complete in full)

NOMINATING GROUP or ORGANIZATION

Name _____

Address _____ Suite/Unit # _____

STREET OR P. O. BOX NUMBER

City/Town _____ Postal Code _____

County _____ E-mail _____

Telephone: () _____ Fax: () _____

Year group or organization formed _____

Please indicate below the total number of volunteers in group or organization:

Senior Citizens (ages 65 years and over) Adults (over 24) Youth (24 and under)

HEAD OF GROUP or ORGANIZATION (CHAIR, PRESIDENT, ETC.) Mr. Mrs. Ms. Other _____

First Name _____ Last Name _____

Title _____

Address _____ Suite/Unit # _____

STREET OR P. O. BOX NUMBER

City/Town _____ Postal Code _____

Telephone: () _____ E-mail: _____

CONTACT Mr. Mrs. Ms. Other _____

First Name _____ Last Name _____

Title _____ E-mail _____

Telephone: () _____ Fax: () _____

Brief description of objectives and activities of your group or organization

VOLUNTEERS BEING NOMINATED (maximum of seven nominees of which at least one must be a youth)

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____ First Name _____ Last Name _____ Residential Address _____ <small>STREET OR P. O. BOX NUMBER</small> Apt./Unit# _____ City/Town _____ Postal Code _____ Telephone () _____ AGE CATEGORY (please check one only) <input type="checkbox"/> Senior Citizen (65 years and over) <input type="checkbox"/> Adult (over 24) <input type="checkbox"/> Youth (24 and under) Number of consecutive years as a volunteer in the organization _____	Details of volunteer service with nominating group or organization, including items of special interest: _____ _____ _____ _____ CEREMONY LOCATION <input type="checkbox"/> Invite recipient to ceremony closest to their residential address <input type="checkbox"/> Invite recipient to ceremony closest to the organization's address Preferred language of communication _____
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<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____ First Name _____ Last Name _____ Residential Address _____ <small>STREET OR P. O. BOX NUMBER</small> Apt./Unit# _____ City/Town _____ Postal Code _____ Telephone () _____ AGE CATEGORY (please check one only) <input type="checkbox"/> Senior Citizen (65 years and over) <input type="checkbox"/> Adult (over 24) <input type="checkbox"/> Youth (24 and under) Number of consecutive years as a volunteer in the organization _____	Details of volunteer service with nominating group or organization, including items of special interest: _____ _____ _____ _____ CEREMONY LOCATION <input type="checkbox"/> Invite recipient to ceremony closest to their residential address <input type="checkbox"/> Invite recipient to ceremony closest to the organization's address Preferred language of communication _____
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Mr. Mrs. Ms. Other _____

First Name _____

Last Name _____

Residential Address _____
STREET OR P. O. BOX NUMBER

Apt./Unit# _____

City/Town _____ Postal Code _____

Telephone () _____

AGE CATEGORY (please check one only)

Senior Citizen (65 years and over) Adult (over 24)

Youth (24 and under)

Number of consecutive years as a volunteer in the organization _____

Details of volunteer service with nominating group or organization, including items of special interest:

CEREMONY LOCATION

Invite recipient to ceremony closest to their residential address

Invite recipient to ceremony closest to the organization's address

Preferred language of communication _____

Mr. Mrs. Ms. Other _____

First Name _____

Last Name _____

Residential Address _____
STREET OR P. O. BOX NUMBER

Apt./Unit# _____

City/Town _____ Postal Code _____

Telephone () _____

AGE CATEGORY (please check one only)

Senior Citizen (65 years and over) Adult (over 24)

Youth (24 and under)

Number of consecutive years as a volunteer in the organization _____

Details of volunteer service with nominating group or organization, including items of special interest:

CEREMONY LOCATION

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Invite recipient to ceremony closest to the organization's address

Preferred language of communication _____

Mr. Mrs. Ms. Other _____

First Name _____

Last Name _____

Residential Address _____
STREET OR P. O. BOX NUMBER

Apt./Unit# _____

City/Town _____ Postal Code _____

Telephone () _____

AGE CATEGORY

Nominee must be a Youth Youth (24 and under)

Number of consecutive years as a volunteer in the organization _____

Details of volunteer service with nominating group or organization, including items of special interest:

CEREMONY LOCATION

Invite recipient to ceremony closest to their residential address

Invite recipient to ceremony closest to the organization's address

Preferred language of communication _____

MUST BE A YOUTH

CERTIFICATION CLAUSE

Information for Nominators
 Before signing the certification below, please ensure that you have read the accompanying information sheet entitled the Ontario Volunteer Service Awards and are satisfied the nominations you have made fit within the parameters of the award program as described and all of the nominees are, in your opinion, deserving of the award.

Nomination Certification
 I hereby certify that I have been a member in good standing in the above-named group or organization and to the best of my knowledge I certify that all of the information provided on this form is true and assert it is my belief that each of the nominees listed above is deserving of an Ontario Volunteer Service Award since he/she meets the requirements of the award.

Name (print) _____ Title _____

Signature _____ Date _____

If you require additional nomination forms, please photocopy the original. Only original signatures are accepted by mail. Completed forms must be received by **January 25**.

SEND TO: Ontario Honours and Awards Secretariat, Ontario Ministry of Citizenship and Immigration,
 400 University Avenue, 4th Floor, Toronto ON M7A 2R9.