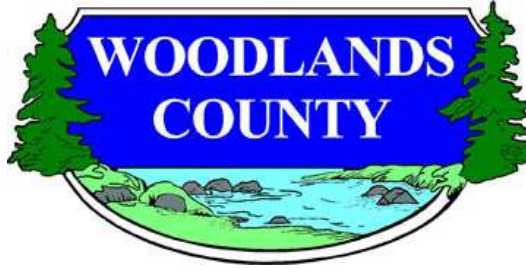


**Title: Volunteer & Senior
Appreciation**

Policy No: 1907

**Approval: County Council
Effective Date: November 21, 2000
Revised Date: April 18, 2017
Supersedes Policy No: NIL**



Policy Statement: Each year, Woodlands County will promote and value the contributions of both seniors and volunteers within our community. These individuals are a vital and integral component of the activities that occur for all residents in Woodlands County. One of the keys to a successful volunteer and senior program is appreciation.

1. PURPOSE

The purpose of the volunteer and senior appreciation program is to say “thank you”, “well done”, and “the County and your Community value you as an individual” by hosting a bi-annual event.

2. DEFINITION OF VOLUNTEER:

“One who enters into or offers himself/herself for a service of his or her own free will [in activities to help..]” Webster’s Ninth New Collegiate Dictionary

3. DEFINITION OF SENIOR:

Senior citizen is a person who is sixty-five (65) years of age or older.

4. CATEGORY OF AWARDS:

a) Volunteer Recognition Awards

- A plaque or trophy with Woodlands County logo will be presented to recognize deserving:
 - Individuals,
 - Businesses,
 - Civic or professional organizations, and
 - Public employeeswho have volunteered above and beyond the call of duty and either reside in Woodlands County or provide services to County residents.

- Nominations will be received from individuals, organizations, the Community Services Committee, and Council by completing the attached nomination form and sending it to the Community Services Committee.
 - The Community Services Committee will review the nominations and forward their recommendations to Council for Council's approval.
 - Individuals, businesses, civic or professional organizations and public employees cannot be recognized in two (2) consecutive years.
 - Administration will contact local organizations by mail and request nominations.
 - Volunteer Recognition Awards
- b) Alberta Sport, Recreation, Parks and Wildlife Foundation – Recreation Volunteer Recognition Award

Council may forward the nomination of a deserving volunteer to the Minister for consideration for the Recreation Volunteer Recognition Award.

5. VOLUNTEERS TO WHOM THE POLICY APPLIES:

This policy applies to all individuals, businesses, civic or professional organizations and public employees who have made a contribution to:

- Their organization, which either resides in the County or provides services to its residents; and/or
 - Their community in Woodlands County; and/or
 - Their fellow residents of Woodlands County,
- and whom, if nominated, and selected for recognition, will be formally recognized at the Volunteer Recognition Awards Banquet held bi-annually at a location to be determined and hosted by the Community Services Committee.

VOLUNTEER RECOGNITION AWARDS

NOMINATION INFORMATION

Nominations are currently being accepted by the Woodlands County Community Services Department for the Annual Volunteer Recognition Awards Banquet.

ELIGIBILITY

Any individuals, businesses, civic or professional organizations, and public employees who have made a contribution to:

- **Their organization, which either is located in the County or provides services to its residents; and/or**
- **Their community in Woodlands County; and/or**
- **Their fellow residents of Woodlands County**

that have volunteered above and beyond the call of duty are eligible to be nominated.

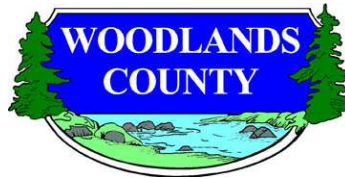
Awards will be presented in the following categories: Business, Civic, Public Service, and the Golden Heart. Categories are described on the nomination form.

NOMINATING PROCEDURES

- Nominations will be received from individuals, organizations, the Community Services Committee, and Council by completing the attached nomination form and sending it to the Community Services Committee.
- Individuals or groups may nominate more than one individual, business, civic or professional organization or public employee. Self-nomination will not be accepted.
- Individuals, businesses, civic or professional organizations and public employees cannot be recognized in two (2) consecutive years.
- The nomination form must be filled out completely and all questions answered thoroughly.
- Nominators may attach additional pages if needed to provide complete responses to all questions listed on the nomination form. Continuation pages should include the nominee's name and restate the entire question(s) for which responses are continued.
- Nominators must provide specific details when describing the nominee and focus on successful volunteer efforts, contributions and accomplishments.

- All nominations should be submitted by January 31 to:
Director, Planning & Community Services
1 Woodlands Lane
Whitecourt, Alberta T7S 1N3
- This form is available also by email request: admin@woodlands.ab.ca include Volunteer Nomination form in the subject line.

If you have questions or need additional information, contact the Woodlands County Community Services Department at 780 778-8400.



Woodlands County – Community Services Department

**VOLUNTEER NOMINATION FORM
FOR A
VOLUNTEER RECOGNITION AWARD**

Individual, business, civic or professional organization, public employee name _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home phone: () - Work phone: () -

Does the above nominee meet the eligibility criteria? yes no

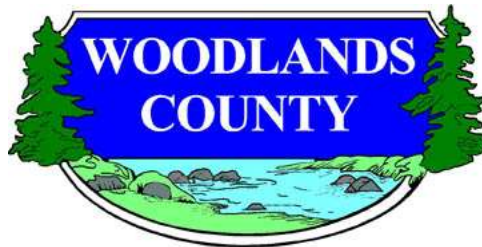
Please check the appropriate award(s) category.

Business Award
A business that has volunteered above and beyond the call of duty and made a contribution to their community and or residents in Woodlands County.

Civic
A civic or professional organization that has contributed to the betterment of Woodlands County residents.

Public Service
Public employee(s) (village, town, county, provincial or federal), who volunteered time to address community issues and needs.

Golden Heart Premier Award of the Evening
An individual who has become involved in the community and unselfishly made personal sacrifices to help others.



Please provide thorough answers to the following questions:

1) Why does this individual, business, civic or professional organization or public employee deserve to be nominated for the Volunteer Recognition Award? Include any interesting or unique information about the nominee.

2) Please provide any additional information you feel is important in consideration of this nominee.

Nominator's name: _____

Address: _____

City: _____ Province: _____ PC _____

Home phone: () - _____ Work phone: () - _____

Nomination forms must be submitted by January 31. Submit form to:
Director, Planning & Community Services
1 Woodlands Lane, Whitecourt, AB T7S 1N3
Phone: (780) 778-8400 Fax: (780) 778-8402

Award recipients will be announced at the Bi- Annual Volunteer Recognition Awards Banquet.