

CARL MITCHELL COMMUNITY IMPACT AWARD NOMINATION PACKAGE TIPS & FAQ

Nominations should be concise and should focus on the substantive outcomes and impact achieved in the areas of equity, diversity and inclusion through the nominee's volunteer contributions.

Refer to the tips below when assembling your nomination materials to ensure your submission includes the detail and information required by the selection committee to effectively assess your nominee.

Pick the Right Nominee

- Does your nominee meet all eligibility criteria?
- Do the nominee's volunteer contributions clearly align with the purpose of the award?
- Compare your prospective nominee to previous recipients - do they have a comparable tangible impact within their community(ies)?
- Are you able to provide enough specific information on nominee's contributions and accomplishments to support a strong nomination package?

Reference the Selection Criteria

- Ensure the scope of this award is appropriate recognition for the candidate's volunteerism
- Be specific in your references to the nominee's achievements as they directly pertain to the selection criteria. Give specific examples including breadth of impact, and other details relevant to the criteria.

Nominator's Cover Letter

- Should align the nominee's volunteer contributions with the stated award criteria (as posted on the website) keeping in mind the selection committee will assess the nominee based on the information provided.
- Include clear and concise rationale for the nomination
- Note significant accomplishments and define the nominee's impact through their volunteer contributions to the initiatives with which they are involved. Be sure to include more than just "what" they did -- elaborate on this by showcasing "why" it mattered and what the tangible outcomes were for the community.
- Include description of the relationship between the nominator and the nominee explaining how the nominator is able to speak to the nominee's contributions as a result of this relationship

Letters of Support

- Should come from individuals who know the nominee well enough to speak first-hand about the nominee's volunteerism and resulting impact specifically as related to the award criteria
- Should demonstrate tangible outcomes of the nominee's contributions. Evidence of this would include quantitative statements on impact of their volunteerism. Using specific examples of the nominee's impact on programs, projects, or the organization/community will result in a stronger nomination package.
- Avoid using generalities. Keep support letters concise but compelling and include personal observations about the significance of the nominee's volunteerism.

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Curriculum Vitae

The C.V. or biography should include the following information.

- Education
- Awards and Honours Received
- Employment/Professional Activities
- Community Service/Volunteer Activities

What happens after I submit my nomination package?

A member of the Carl Mitchell Community Impact Award (CMCIA) will confirm receipt of your nomination package within 48 hours. We will reach out to you for additional information or clarification should it be required.

Should I tell the candidate that I'm nominating them?

It is recommended that the nomination remain strictly confidential, and that the nominee is not notified about their nomination.

When will the award recipient be selected?

The CMCIA Selection Committee meets in the spring to determine the award recipient. Following this meeting, all nominators will be notified of the status of their nomination.

When will the award recipient be announced?

The recipient will be recognized at the UTAA's Annual Meeting in late spring, during U of T's annual Alumni Reunion week of activities.

How will the award recipient be recognized?

The recipient will be announced and recognized at the UTAA's Annual Meeting. The recipient, their nominator, and those providing support letters will all be notified of the date well in advance and will be invited to attend the Annual Meeting.

The recipient will also receive a framed certificate and a cash prize as part of their recognition, and they will be featured on the award website.