



2023 Deadline:

March 20, 2023

General Instructions:

1. An eligible Hall of Fame nomination is composed of **four (4)** parts:
 - A completed and signed nominee form
 - A completed and signed nominator form
 - A narrative justification no more than one (1) page in length
 - A minimum of one (1) letter of support
2. To be eligible for the University of Alberta Museums' Volunteer of the Year, a nominee must meet **at least one** of the following criteria:
 - The nominee has made exemplary contributions to museums standard practice on campus in areas such as database management, collection management, facilitation of research and community outreach.
 - The nominee has undertaken and completed a special task or project that has had a significant impact on the operations, programs or services of one or more of the University of Alberta Museums' collections.
3. A University of Alberta Museums volunteer is not a paid position. Graduate student research assistants (GRAs) or teaching assistants (TAs), for example, are not considered volunteers and are thus not eligible for the award. However, graduate students who provide volunteer services above and beyond their research or RA/TA work may be eligible.
4. Volunteer of the Year award nominations can be made by University of Alberta Museums curators and collections staff only.
5. Applications will be considered based on individual merit rather than team projects/group effort.
6. Nominations will be adjudicated by the University of Alberta Museums' Award Committee, consisting of the Director of the University of Alberta Museums unit, the Chair of the Policy and Planning Committee, and the Chair of the Curators' Committee. In the event that the latter two are one and the same person, an additional Curator from the Policy and Planning Committee will be invited to sit on the adjudicating committee.
7. Please note that incomplete nominations will be considered ineligible.

Part 1: Nominee Information

(PLEASE PRINT CLEARLY OR TYPE)

First Name: _____

Last Name: _____

Mailing Address: (home or campus) _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone (daytime): _____ E-mail: _____

This volunteer work was not completed as part of a GRA/TA position. **Check yes***.
(*If unchecked, the application will be considered ineligible.)

The Nominee must sign and agree to the following:

I have reviewed the nomination form and all attachments and agree to submit my name, contact information and details concerning my volunteer activities for the University of Alberta Museums to the University of Alberta Museums' Award Committee.

Signed: _____ Date: _____

Information gathered via this form will be shared only with the University of Alberta Museums unit and members of the University of Alberta Museums' Awards Committee for the purpose of determining a suitable award winner. The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be used solely for the purpose stated above. Questions regarding the collection or the use of this information should be addressed to the Communications and Marketing Manager, University of Alberta Museums unit, 3-20 Rutherford South, University of Alberta, T6G 2J4 (Phone: 780.492.5834).

Part 2: Nominator Information

(PLEASE PRINT CLEARLY OR TYPE)

First Name: _____

Last Name: _____

Position/Title: _____

Museum Collection: _____

Campus Address: _____

Telephone (daytime): _____ E-mail: _____

The Nominator must sign and agree to the following:

I have reviewed the nomination form and all attachments, and agree to submit my name, contact information and narrative justification to the University of Alberta Museums' Awards Committee.

Signed: _____ Date: _____

Information gathered via this form will be shared only with the University of Alberta Museums unit and members of the University of Alberta Museums' Awards Committee for the purpose of determining a suitable award winner. The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be used solely for the purpose stated above. Questions regarding the collection or the use of this information should be addressed to the Communications and Marketing Manager, University of Alberta Museums unit, 3-20 Rutherford South, University of Alberta, T6G 2J4 (Phone: 780.492.5834).

Part 3: Narrative Justification for the Nominee

The narrative justification must:

- state the nominee's name and the University of Alberta Museums collection(s) in which the nominee has made his/her volunteer contributions;
- indicate approximately how many hours of volunteer service the nominee contributed in the past fiscal year (April 1- March 31) **OR** how many years the nominee has provided active volunteer service in the specified collection(s);
- describe the nominee's volunteer activity, including any special tasks or projects completed by the nominee that have had a significant impact on the specified collection(s); **OR** describe how the nominee demonstrated commitment and/or innovation in his/her approach to meeting the operational, programming or service needs of the specified collection(s); **and**
- provide additional background or contextual information about the nominee that may strengthen the award nomination.
- this is **not** the letter or support which is a separate document

Part 4: Letter of Support

The University of Alberta Museums' Volunteer of the Year Award must also include a **minimum of one (1)** letter of support.

The letter(s) of support must be written by:

- someone other than the nominator
- someone who has knowledge of the nominee's volunteer activities
- someone who is not a staff member of Museums and Collections Services
- the letter must be **in addition** to the narrative justification document

For additional information, please contact:

Jill Horbay, Communications and Marketing Manager
Telephone: 780.492.3802 E-mail: horbay@ualberta.ca

Submit the complete nomination electronically by March 20, 2023 to museums@ualberta.ca:

Attention: Jill Horbay

Subject Line: Volunteer of the Year: [Name of Volunteer] Nomination Form