University of Alberta Museums
Volunteer Honour Roll: Nomination Form
(Deadline for applications: March 19, 2021)

The UAlberta Museums Volunteer Honour Roll was created to recognize individuals who have volunteered for registered museum collections during 2020, prior to, or during the Covid-19 pandemic either on campus (while still able to follow the appropriate health and safety guidelines), or working remotely. As applications will be considered based on individual merit, multiple volunteers have the potential to be included on the 2021 UAlberta Museums Volunteer Honour Roll list.

General Instructions:

1. An eligible award nomination is composed of three (3) parts:
   • A completed and signed nominee form
   • A completed and signed nominator form
   • A narrative justification no more than one (1) page in length

2. To be eligible for the University of Alberta Museums’ Volunteer Honour Roll, a nominee must meet at least one of the following criteria:
   • The nominee has made contributions to museums standard practice on campus in areas such as database management, collection management, facilitation of research and community outreach
   • The nominee has worked towards a special task or project that has 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 Honour Roll nominations can be made by University of Alberta Museums curators and staff only.

5. Applications will be considered based on individual merit rather than team projects/group effort.

6. 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, 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 UAAlberta 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, UAAlberta Museums unit, Ring House #1, University of Alberta, T6G 2E1 (phone: 780.492.5834).
Part 2: Nominator Information

(PLEASE PRINT CLEARLY OR TYPE)

First Name: __________________________________________________________________________

Last Name: __________________________________________________________________________

Position/Title: _________________________________________________________________________

Collection/Museum/Department (any and all that are relevant): _________________________________

____________________________________________________________________________________

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’ Award Committee.

Signed: ___________________________________________ Date: _____________________________

Information gathered via this form will be shared only with UArlberta 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, UAlberta Museums unit, Ring House #1, University of Alberta, T6G 2E1 (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 their volunteer contributions;
• indicate approximately how many hours of volunteer service the nominee contributed in the past year 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 that have had a significant impact on the specified collection(s) during this extraordinary year; OR describe how the nominee demonstrated commitment to their volunteer role and/or their innovative approach to meeting the needs of the specified collection(s) while keeping within the health and safety guidelines; and
• provide additional background or contextual information about the nominee that may strengthen the award nomination.

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 19, 2021 to museums@ualberta.ca

Attention: Jill Horbay
Subject Line: Volunteer Honour Roll: Nomination Form

Rev. January 2021