



**UKRAINIAN CANADIAN CONGRESS  
ALBERTA PROVINCIAL COUNCIL**

**2012 Annual Hetman Award - Nomination Form**

The UCC-APC Annual Hetman Awards are dedicated to the celebration of all volunteers who have chosen to give of their time, effort and expertise in order to keep our Ukrainian Canadian community in Alberta strong, vibrant and active.

The UCC-APC welcomes nominations from any organization or group of individuals in Alberta. All award recipients will be publicly honoured at the Annual Hetman Awards Gala.

It is the responsibility of the Nominating Organization/Group to review and abide by the Selection/Nominating Guidelines provided in this package. If the nomination package is not correctly submitted, it will be assumed that the Nominee has not met the criteria.

*Decisions of the UCC-APC Hetman Awards Committee are final.*

**Nominee** (please print)

\_\_\_\_\_  
Name of Nominee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/ Postal Code

\_\_\_\_\_  
Telephone number(s)

\_\_\_\_\_  
Email

**Category:**

- Outstanding Youth Volunteer (age 16-24)
- Outstanding Adult Volunteer (age 25-65)
- Outstanding Senior Volunteer (age 65+)
- Posthumous

**Please return to:**

**Ukrainian Canadian Congress  
Alberta Provincial Council**

#8, 8103 – 127 Avenue  
Edmonton, AB T5C 1R9

Fax: 780-414-1626

Email: uccab@shaw.ca

**Nominator** (please print)

\_\_\_\_\_  
Name of Nominator

\_\_\_\_\_  
Name of Organization / Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/ Postal Code

\_\_\_\_\_  
Telephone number(s)

\_\_\_\_\_  
Email

*I hereby declare the information contained in this  
Nomination to be true to the best of my knowledge.*

\_\_\_\_\_  
Signature of Nominator

**Final Check List:**

- Informed the Nominee (or family)
- Nomination Form
- Synopsis of Nomination (1/2 page)
- Narrative responses to criteria listed in selected category (max. 3 pages)
- Any supporting documents (max. 10 pages)
- Photo (close-up 4"x5"), preferably in digital format

## Selection Process

The Hetman Awards Committee will make final selections for each award from among all Nominations received at the UCC-APC office. Up to 3 individuals may be recognized in each of the categories of Youth, Adult and Senior, upon the discretion of the Selection Committee. Only one award may be presented annually in the Posthumous Category. All categories will be awarded based on the information provided. Therefore a comprehensive nomination is essential. If, in the judgment of the Selection Committee, there is insufficient information presented within the nomination package to reasonably adjudicate it will be assumed that the Nominee has not met the criteria. And if no Nominees meet the criteria in any given category, an award may not be given.



It is the responsibility of the Nominating Organization or group to inform the Nominee they have been nominated.

The Nominating Organization or group is encouraged to provide event tickets and host their Award recipients.

The Hetman Award Selection Committee, comprised of community volunteers, adjudicates nominations.

## Nomination Guidelines

1. Entries must be *received by 4:00 p.m. on June 1, 2012*. Late entries will not be accepted.
2. All nominations must include the nomination form complete with a **half page synopsis** of the nomination and **a photo of the nominee** (4"x5"), preferably in electronic form, which may be used for public relations purposes. The synopsis and the photo will be printed in the Hetman Awards brochure for a nominee banquet. Nominations without the synopsis and the photo will not be accepted.
3. The criterion listed under each category must be enumerated and addressed separately in narrative form. Entries will be judged on the information provided therefore the narrative should contain complete, clear, concise answers to criteria. Narrative responses should be no more than three pages (12 point font with 1 inch margins) in length.
4. Supporting documents are accepted, but should only enhance the narrative. No more than 10 pages of supporting documents are allowed. Letters of support from other Ukrainian-Canadian organization where the Nominee has been active will also be accepted.

**\*\*\*Important:** The committee will not accept any nomination, which utilizes resumes, newspaper articles, annual reports, etc. in substitution for concise responses to the criteria outlines in each category. Letters of recommendation are accepted but only at the time of the original submission of the nomination.

**Category: Outstanding Adult Volunteer**  
**Category: Outstanding Senior Volunteer**

*The Individuals for this nomination must have demonstrated exceptional leadership skills, dedication and motivating other volunteers for projects for the benefit of the Ukrainian Canadian community in Alberta.*

Please attach detailed responses to the following questions in a narrative format listing your Nominee's specific achievements (not to exceed 3 pages). Your responses should correspond to the numbers listed below. Supporting documents may be included (see Nomination Guidelines).

1. Describe the Nominee's commitment to your organization and the types of activities and service they provide(d). Include the special talents and skills that are a major contribution to their input as a volunteer.
2. Describe the Nominee's previous volunteer activity with other organizations in our community.
3. Provide evidence of quality of leadership and/or initiative demonstrated by your Nominee in any capacity they had as president, committee chair, project leader, or other position(s) by recounting their successes.
4. Describe leadership success of your Nominee in recruiting and motivating others.
5. What new or innovative approaches and ideas did your Nominee initiate?
6. Describe how the Nominee's work had a significant impact on the community.
7. Recount participation of your Nominee in other local, national and/or international organizations as well as any awards or special recognition they may have received.

## **Category: Outstanding Youth Volunteer**

*This category is to be presented to Youth who are engaging in giving of their time and talent to better our community and by example encourage other youth to engage in community activities.*

*Activity and involvement of Nominee must have a true community focus and not be for self-interest.*

Please attach responses to the following questions in a narrative format listing your Nominee's specific achievements (not to exceed 3 pages). Your responses should correspond to the numbers listed below. Supporting documents may be included (see Nomination Guidelines).

1. Describe the role and responsibilities of the Nominee with respect to activities with your organization.
2. Describe the outcomes achieved. Include the age of the Nominee.
3. Describe any previous volunteer activities by the Nominee in our community of which you may be aware of, along with any awards or special recognition they may have received.
4. If possible, describe how effectively the Nominee has promoted or may have influenced the involvement of other youth in community activity.
5. Provide evidence of the quality of leadership demonstrated by your Nominee.
6. What new or innovative approaches and ideas were undertaken or initiated by your Nominee.

## **Category: Posthumous**

*The Individuals for this nomination must have demonstrated exceptional leadership skills, dedication and motivating other volunteers for projects for the benefit of the Ukrainian Canadian community in Alberta. They also cannot be previous recipients of a Hetman Award.*

Please attach responses to the following questions in a narrative format listing your Nominee's specific achievements (not to exceed 3 pages). Your responses should correspond to the numbers listed below. Supporting documents may be included (see Nomination Guidelines).

1. Describe the Nominee's commitment to your organization and the types of activities and service(s) they provided. Include the special talents and skills that were a major contribution to their input as a volunteer.
2. Describe the Nominee's volunteer activity with other organizations in our community.
3. Provide evidence of quality of leadership and/or initiative demonstrated by your Nominee in any capacity they had as president, committee chair, project leader, etc. by recounting their successes.
4. Describe leadership success of your Nominee in recruiting and motivating others.
5. What new or innovative approaches and ideas were undertaken or initiated by your Nominee.
6. Describe how the Nominee's work had a significant impact on the community.
7. Recount participation of your Nominee in other local, national and/or international organizations as well as any awards or special recognition they may have received.