



Annual Hetman Awards Information Package

Applying for an Award



Thank you for considering nominating a member or members of your organization for either a Ukrainian Canadian Congress – Alberta Provincial Council (UCC-APC) Hetman Award or an Exemplary Volunteer Award. The UCC-APC is pleased to be a sponsor and facilitator of these important community recognition awards. Members of Alberta's Ukrainian community give generously of their time, and public acknowledgement of their dedication, energy and skill is important to the future vibrancy of our community.

The following pages contain application guidelines for both the Hetman Awards and the Exemplary Volunteer Award.

Hetman Award Overview

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

Organizations benefit from a robust volunteer infrastructure that sustains their activities. Essential to this sustainability are volunteer leaders, community members who recognize community needs, and those who lead other volunteers in service activities that will meet those needs.

The Hetman Award seeks to recognize individuals who have assumed leadership roles in their organizations. To assist organizations in identifying leaders within their membership, UCC-APC considers the following qualities strong indicators of individuals who would be eligible for a Hetman Award.

A Ukrainian Canadian volunteer leader is a volunteer who:

- Takes charge of a project by coordinating it and taking accountability for its successful completion;
- Communicates the details of the project and serves as a resource for other volunteers;
- Organizes, leads and inspires a group of volunteers before, during and after the project;
- May initiate new projects; and,
- Represents an organization to other organizations and to the community.

Exemplary Volunteer Award Overview

Organizations benefit from a robust volunteer infrastructure that sustains their activities. Essential to this sustainability are volunteers, community members who recognize community needs, and perform the activities needed to realize the goals of their organization's projects.

The Exemplary Volunteer Award seeks to recognize individuals who are outstanding volunteers in their organizations. To assist organizations in identifying high performing volunteers within their membership, UCC-APC considers the following qualities strong indicators of individuals who would be eligible for a Exemplary Volunteer Award.

- **A commitment to the project at hand.**
- **Working for the greater good.**
- **Organizational skills and the ability to document facts, tasks and data.**
- **Results driven.**
- **Passionate and professional.**
- **An ability to share credit with other volunteers.**
- **A willingness to learn, absorb new ideas and tackle new skills.**
- **Respect for others and the ability to work in a team.**
- **A willingness to listen to another's point of view, and sometimes give up your own ideas to make someone else's ideas work.**
- **The ability to live up to promises or commitments in a timely manner. Or failing that, the ability to find a solution when this is not possible.**
- **Transparency. A good volunteer does not have a personal or hidden agenda.**
- **A cheerful disposition and positive outlook.**
- **A motivator.**

Crafting Your Application

Please review the instructions carefully. The adjudicators of these applications are instructed to only base their decisions on the content of the information contained in the application. To ensure that your candidate has the strongest application possible, please include only factual information. While subjective statements such as the candidate is "friendly, hardworking, personable" are important in painting a picture of the character of the candidate, these qualities should not form the foundation of the application. The examples provided should be as concrete as possible.



Ukrainian Canadian Congress - Alberta Provincial Council Annual Hetman Award - Nomination Form

The UCC-APC Annual Hetman Awards are dedicated to the celebration of exceptional leadership skills 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/Individual to review and abide by the guidelines provided in this package. If the nomination package is not correctly submitted, or is incomplete, it will be assumed that the Nominee has not met the criteria.

Please also consider nominating candidates for either the Hetman Award or a separate category, an award for volunteerism – This award has a separate nomination form.

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 Leader (age 16-30)
- Outstanding Adult Leader (age 31-65+)
- Posthumous

Please submit in person, mail or email to:

**Ukrainian Canadian Congress
Alberta Provincial Council**

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

Email: ab.coordinator@uccab.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)
- Written responses to criteria listed in selected category (max. 3 pages)
- Supporting documents (max. 10 pages)
- Colour photo (close-up 4"x5"), preferably in digital format

Nomination Guidelines

1. **Completed entries** must be *received by* **received by due date listed on the UCC-APC website at www.uccab.ca** Late entries will not be accepted. 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 format, 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 considered.
3. The criteria listed under each category must be numbered and addressed separately in written form. Entries will be judged on the information provided. Therefore, the written responses should contain complete, clear, concise answers to criteria. Written 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 organizations where the Nominee has been active will also be accepted. These must be presented with the completed application.

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. If no Nominees meet the criteria in any given category, an award may not be given.



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

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

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

******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 must be included with the original submission at the time of the application

Should the application meet the guidelines and /or the check boxes are not completed, the application will be returned to the nominator.

All award recipients will be publicly honoured at the Annual Hetman Awards Gala. More information about the format of this year's celebration will follow.

***Thank you for your interest in the UCC-APC
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Category: Outstanding Adult Leader

Individuals nominated in this category must demonstrate:

- *exceptional leadership skills,*
- *dedication to their sponsoring organization(s),*
- *capacity for motivating other volunteers to contribute to projects that benefit Ukrainian Canadian community activities in Alberta.*

Please attach detailed written responses to the following questions 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 roles and responsibilities of the Nominee with respect to activities with your organization.

Example:

Role: 2001 – 2004 Director of Programming
Initiative: Started an afterschool youth group

Outcome/community impact:

After running for one year 50 youths were engaged in community events. Over the 4 years almost 90% of youths who began with the program were still attending the youth group. Other youths have gone on to volunteer in other areas of our organization.

Role: 2004 – 2006 Vice President – Human Resources Responsibilities
Initiative: Revised the organizations HR policies and initiated a pay scale for the organization's employees

Outcome/community impact:

The new HR policies and pay scale reduced the employee turnover and provided a more stable point of contact for the organization's clients.

Please use this format to list as many examples as necessary to demonstrate your candidate's involvement with your organization.

2. Describe the Nominee's previous leadership or volunteerism (or both) activity with other organizations in our community.

Please use the same format as above to list the role, initiative and outcome/impacts.

3. Provide examples of the leadership qualities demonstrated by your Nominee. Examples of leadership qualities could be vision, courage, integrity, humility, strategic planning, focus, cooperation, respectfulness, open mindedness, pro-active vs. reactive – or other qualities that you may have noted about the individual.

4. What new or innovative approaches and ideas were undertaken or initiated by your Nominee which were not captured in the above information?
5. Please list any awards or special recognition the nominee may have received.
6. Describe leadership success of your Nominee in recruiting and motivating others.

Please use the same format as above to list the role, initiative and outcome/impacts.

7. List any participation of your Nominee in other local, national and/or international organizations. (Other than those in the Ukrainian community.)

Please use the same format as above to list the role, initiative and outcome/impacts.

Category: Outstanding Youth Leader

This category is to recognize youth who are engaged in giving of their time and talent to better our community and by example encourage other youth to engage in community activities.

The activity and involvement of the Nominee must have a true community focus and not be for self-interest.

Please attach detailed written responses to the following questions 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 roles and responsibilities of the Nominee with respect to activities with your organization.

Example:

Role: 2001 – 2004 Director of Programming
Initiative: Started an afterschool youth group

Outcome/community impact:

After running for one year 50 youths were engaged in community events. Over the 4 years almost 90% of youths who began with the program were still attending the youth group. Other youths have gone on to volunteer in other areas of our organization.

Role: 2004 – 2006 Vice President – Human Resources Responsibilities
Initiative: Revised the organizations HR policies and initiated a pay scale for the organization's employees

Outcome/community impact:

The new HR policies and pay scale reduced the employee turnover and provided a more stable point of contact for the organization's clients.

Please use this format to list as many examples as necessary to demonstrate your candidate's involvement with your organization.

2. Describe the Nominee's previous leadership or volunteerism (or both) activity with other organizations in our community.

Please use the same format as above to list the role, initiative and outcome/impacts.

3. If possible, describe how effectively the Nominee has promoted or may have influenced the involvement of other youth in community activities.

Please use the same format as above to list the role, initiative and outcome/impacts.

4. Provide examples of the leadership qualities demonstrated by your Nominee. Examples of leadership qualities could be vision, courage, integrity, humility, strategic planning, focus, cooperation, respectfulness, open mindedness, pro-active vs. reactive, or other qualities that you may have noted about the individual.

5. What new or innovative approaches and ideas were undertaken or initiated by your Nominee which were not captured in the above information?

Category: Posthumous

The Individuals for this nomination must have demonstrated exceptional leadership skills, dedication and motivated 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 detailed written responses to the following questions 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 roles and responsibilities of the Nominee with respect to activities with your organization.

Example:

Role: 2001 – 2004 Director of Programming
Initiative: Started an afterschool youth group

Outcome/community impact:

After running for one year 50 youths were engaged in community events. Over the 4 years almost 90% of youths who began with the program were still attending the youth group. Other youths have gone on to volunteer in other areas of our organization.

Role: 2004 – 2006 Vice President – Human Resources Responsibilities
Initiative: Revised the organizations HR policies and initiated a pay scale for the organization's employees

Outcome/community impact:

The new HR policies and pay scale reduced the employee turnover and provided a more stable point of contact for the organization's clients.

Please use this format to list as many examples as necessary to demonstrate your candidate's involvement with your organization.

2. Describe the Nominee's previous leadership or volunteerism (or both) activity with other organizations in our community.

Please use the same format as above to list the role, initiative and outcome/impacts.

3. Provide examples of the leadership qualities demonstrated by your Nominee. Examples of leadership qualities could be vision, courage, integrity, humility, strategic planning, focus, cooperation, respectfulness, open mindedness, pro-active vs. reactive, or other qualities that you may have noted about the individual.
4. What new or innovative approaches and ideas were undertaken or initiated by your Nominee which were not captured in the above information?

5. Please list any awards or special recognition the nominee may have received.
6. Describe leadership success of your Nominee in recruiting and motivating others.

Please use the same format as above to list the role, initiative and outcome/impacts.

7. List any participation of your Nominee in other local, national and/or international organizations. (Other than those in the Ukrainian community.)

Please use the same format as above to list the role, initiative and outcome and/or impacts.

***Thank you for your interest in the UCC-APC
Annual Hetman Awards***

All award recipients will be publicly honoured at the Annual Hetman Awards Gala. More information about the format of this year's celebration will follow.