

Newfoundland & Labrador Women's Institutes Provincial Awards Nomination Form

DEADLINE FOR RECEIPT OF APPLICATIONS –JANUARY 1ST OF EACH YEAR.

Fax or mail to the Provincial Office at PO Box 23087 Churchill Square, St. John's NL A1B 4J9 #753-8708 with all pertinent information (including a biography).

Nominators are asked to contact the Provincial Office if they do not receive a completed **ACKNOWLEDGEMENT OF RECEIPT NOTICE**, in reply.

Date of application _____

Award being applied for _____

Name/Address of Nominee _____

Name, address, phone #
of Nominating Branch _____

ACKNOWLEDGEMENT OF RECEIPT NOTICE (For Office use only)

This is to acknowledge that the Provincial Office has received the above nomination and that a copy will be forwarded to the Awards Committee.

Notification of the status of your nomination will be forwarded to you by the Provincial Office – when a decision has been reached.

Name of Award being applied for _____

Biography included _____ Date Received _____

Signed _____ Title _____

Updated September 2018

Newfoundland & Labrador Women's Institutes Awards

AWARDS PROCESS

Process for Applying (Step 1)

1. Nominations for all NLWI Provincial Awards are to be sent to the NLWI Office by January 1st of each year. (Other than Certificates of Appreciation)
2. Nominations may be made by a Branch, or Provincial Board for the Life Membership Award and by the Branch, District or Provincial Board for the Award of Merit. The Provincial Board may nominate individuals for Jubilee Award(s).
3. Nomination Forms are available from the Provincial Office and must accompany each nomination together with a biography and any other pertinent information.
4. Biographies should include information on W.I. activities. (Consideration will be given to other community services).
5. Criteria for each award should be read thoroughly, before completing nomination.
6. Certificates of Appreciation and Service Pins may be ordered from the Provincial office at any time.

Process for Awarding(Step 2)

1. Nominators will be notified by the Provincial Office, upon receipt of the nomination(s).
2. The Provincial Office will send all nominations to the Provincial Awards Committee who will review and forward together with their recommendation to the Provincial Executive, for a decision.
3. Awards are granted by the Provincial Board on the recommendation of the Provincial Executive.
4. When a decision has been reached on an award, the nominators(s) will be notified by the Provincial Office.

Process for Presentation (Step 3)

1. Awards may be presented at Conventions, Board meetings, District meetings, or any other appropriate place and time approved by the Provincial Board.
2. Biographies must be read at the Award presentation.
3. A full listing of recipients of awards will be read at each Provincial Convention and will be recorded in a designated album by the Archives Committee.