



# NOMINATION FORM

**Nominations must be received by Friday, May 18, 2018**

Submit the nomination form and supporting material to:

Indigenous & Community Connections  
Re: COF Literacy Award  
Alberta Advanced Education  
11<sup>th</sup> Floor, Commerce Place  
10155 102 Street NW  
Edmonton, AB T5J 4L5

Email Amanda Giang at [amanda.giang@gov.ab.ca](mailto:amanda.giang@gov.ab.ca)  
Subject Line: COF Literacy Award

For more information, please visit:  
<http://eae.alberta.ca/post-secondary/community/activities/literacyaward>

## Notice of Collection of Personal Information

This information is collected by Alberta Advanced Education pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of evaluation and selection of the Council of the Federation Literacy Award recipient. If you have any questions about the collection and use of this information, please contact Indigenous and Community Connections, Advanced Education at 780-422-9235 (toll-free in Alberta by first dialing 310-0000).

## NOMINEE INFORMATION

Name of Organization			
Name of Representative(s)			
Mailing Address			
City / Town		Postal Code	
Email		Work Phone	

I/We, \_\_\_\_\_ (please print), agree for the Organization to be nominated for the Council of the Federation Literacy Award. I/we confirm the information provided is accurate. I/we understand that this information will be used by Alberta Advanced Education and the Council of the Federation Literacy Award Selection Committee as part of the process of evaluating and selecting award recipients. If the Organization receives this award, I/we consent to having my/our name(s), organization, summary of achievements, and photograph(s) released to the media and included for publicity purposes in Government of Alberta publications and on websites associated with the award. I/we give this consent voluntarily. This consent shall remain valid unless I/we revoke it in writing.

\_\_\_\_\_  
Signature(s) of the Nominee Representative(s)

\_\_\_\_\_  
Date

## NOMINATOR INFORMATION

Name			
Mailing Address			
City / Town		Postal Code	
Email		Work Phone	

# INSTRUCTIONS

## Nominee eligibility checklist:

- ☐ The nominee is a community organization based in Alberta.
- ☐ The nominee has, through activities, programs, and/or services, made an impact on the lives of adult learners and/or the literacy system in Alberta.
- ☐ The nominee agrees to be nominated for this award and has signed the nomination form.

## The nomination package includes the following:

- ☐ A completed nomination form.
- ☐ A summary of the nominee's achievements, outlining why they deserve to receive the award. Consider any of the following activities (maximum of 2 pages, typed and double-spaced):
  - Made a positive impact on the literacy and essential skills of adult learners in the community, i.e., through creating and implementing new programs that help adult learners achieve their goals.
  - Raised awareness about literacy and foundational learning, i.e., by promoting and hosting events in the community that focus on literacy and essential skills.
  - Assessed community needs, and developed programs and services in response to those needs.
  - Reduced barriers for learners to access programs and services, i.e., by providing childcare and/or transportation.
  - Fostered community-based partnerships to strengthen adult literacy and foundational learning opportunities.
- ☐ Two letters of support, as follows:
  - One letter from an individual(s) or organization(s) who has benefited from the work of the nominee;
  - One letter from a partner organization(s) that has partnered with the nominee to deliver programs in the community.

Letters of support are a maximum of 2 pages, typed and double-spaced, providing specific examples of:

- Initiatives the nominee has undertaken to advance literacy and foundational learning in their community;
- The nominee's local, regional, or provincial impact on adult learners.

## Please note:

The complete nomination package – the nomination form, a summary of the nominee's achievements, and two letters of support – must be submitted by mail or electronically by email (all documents signed and scanned) no later than **May 18, 2018**.