



HONOURING VOLUNTEERS AT MUSEUM LONDON

The Phyllis Cohen Volunteer Award

The Museum London Volunteer of the Year Award

The Museum London Emerging Volunteer Award

The lifeblood of Museum London is its people and at the Museum *volunteers have unique and special roles to play*. They offer our organization their skills, their commitment, and their caring. By being involved throughout the Museum in a myriad of capacities, they enable visitors of all ages to engage in exciting and satisfying experiences. Through their dedication and enthusiasm, volunteers at Museum London help enhance the high quality programs and offerings for which the Museum is so well regarded.

In recognition of the tremendous work of volunteers throughout all facets of the Museum, and of the growth in volunteer involvement at Museum London, the Board has chosen to establish three annual Volunteer Awards. These awards give the Museum a chance to celebrate and show our appreciation of highly dedicated and energetic volunteers. Another initiative to act as an enhancement to our Volunteer Recognition opportunities this year is our annual Volunteer Appreciation Luncheon to be held on Monday, March 25th, prior to National Volunteer Week in April.

Eligibility for the Volunteer Awards, and the opportunity to nominate, are open and inclusive. The nominating and selection process outlined here are meant to foster a large number of applications, and to ensure that three deserving individuals are selected and recognized at the Annual General Meeting of the Museum in April. It is the Board's wish that this process will demonstrate how Museum London and the community-at-large values our volunteers, their creativity, leadership, commitment to art and heritage, and wants to celebrate their importance and contribution.

NOMINATION RULES

1. Nominations must be received by **4:00pm** on **Wednesday, April 10th, 2019** at ATTN.: **Brian Meehan**
Museum London, 421 Ridout St. N., London, ON N6A 5H4,
or **bmeehan@museumlondon.ca** using a nomination form (downloadable on Museum London's website or pick up a hardcopy at the Museum front desk).
2. Individuals cannot nominate themselves.
3. Individuals can be nominated by an employee, volunteer, trustee of the organization, or a member of the general public.
4. Individuals may nominate more than one volunteer for each award.
5. For every volunteer nominated, a separate nomination package must be submitted.
6. The nominees must be current volunteers or past volunteers within one previous year.
7. Permission must be sought from the person nominated.
8. Personal details provided on the nomination form may be passed on to partner organizations and to the media for publicity purposes. If you are not willing for any information to be shared in this way or if you do not wish media organizations to contact the nominee or nominator, please let us know as soon as possible.
9. Previous winners of the Phyllis Cohen Award or Museum London Volunteer of Year Award, or the Emerging Volunteer Award are not eligible for nomination.
10. The Volunteer Services Committee of the Board's decision on entries is final. The Committee reserves the right not to present an award if they determine that nominations are not suitable.

Phyllis Cohen Volunteer Award

The Phyllis Cohen Award recognizes a Museum London volunteer who demonstrates innovation, creativity and leadership that has had a significant positive impact on the organization's success in fulfilling its mission.

The recipient of the Phyllis Cohen Volunteer Award will receive a \$100 Gift Card to Muse Shop + Rental

Eligibility / Qualifications

- Can be a past volunteer within one previous year or current volunteer
- Must have a minimum of one year of service
- Demonstrates outstanding innovation, commitment or leadership and positive impact at the Museum

Nomination Process:

- Complies with the nomination rules
- Volunteer must meet eligibility criteria to qualify
- Permission must be sought from the person nominated

The Volunteer Services Committee of the Museum London Board of Directors will jury the submissions and select the winning candidates. Only information supplied on the nomination form will be considered.

Submissions Process:

Please submit the nomination form by **4:00pm** on **Wednesday, April 10th, 2019** to:

Brian Meehan, Executive Director

Museum London
421 Ridout St. N
London, ON N6A 5H4

bmeehan@museumlondon.ca

Any nominations received after this deadline will not be considered.

Museum London

Volunteer of the Year Award

The Museum London Volunteer of Year Award recognizes a Museum London volunteer who has made a significant contribution and a commitment that has had a positive impact on the organization's success in fulfilling its mission.

The recipient of the Museum London Volunteer of the Year Award will receive a \$100 Gift Card to Muse Shop + Rental

Eligibility / Qualifications

- Can be a past volunteer within one previous year or current volunteer
- Must have a minimum of three years of service
- Demonstrates a valued contribution, a commitment and positive impact at the Museum

Nomination Process:

- Complies with the nomination rules
- Volunteer must meet eligibility criteria to qualify
- Permission must be sought from the person nominated

The Volunteer Services Committee of the Museum London Board of Directors will jury the submissions and select the winning candidates. Only information supplied on the nomination form will be considered.

Submissions Process:

Please submit the nomination form by **4:00pm** on **Wednesday, April 10th, 2019** to:

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London, ON N6A 5H4

bmeehan@museumlondon.ca

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Museum London

Emerging Volunteer Award

The Emerging Volunteer Award recognizes a Museum London volunteer who has shown great initiative in his or her volunteer position, has a valued creative spirit and has a positive impact on the organization's success in fulfilling its mission.

The recipient of the Museum London Emerging Volunteer Award will receive a \$50 Gift Card to Muse Shop + Rental

Eligibility / Qualifications

- Open to all current volunteers with one year or less than one year of service
- Demonstrates hearty initiative, has a creative spirit and has a positive impact at the Museum

Nomination Process:

- Complies with the nomination rules
- Volunteer must meet eligibility criteria to qualify
- Permission must be sought from the person nominated

The Volunteer Services Committee of the Museum London Board of Directors will jury the submissions and select the winning candidates. Only information supplied on the nomination form will be considered.

Submissions Process:

Please submit the nomination form by **4:00pm** on **Wednesday, April 10th, 2019** to:

Brian Meehan, Executive Director

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London, ON N6A 5H4

bmeehan@museumlondon.ca

Any nominations received after this deadline will not be considered.

Volunteer Award Nomination Form

MUSEUM
LONDON

I nominate _____ for the (choose only one)

Phyllis Cohen Volunteer Award **Emerging Volunteer Award** **Volunteer of the Year Award**

Organization/Company: _____ Address: _____

Telephone: _____ Email: _____

Primary Nominator **required*

Name: _____ Organization/Company: _____

Address: _____ Telephone: _____

Email: _____ Relationship to the Nominee: _____

Letter of Support

Why do you think this person stands out or is an inspiration to others and why should they receive special recognition? _____

Please use examples to show how this person demonstrates an outstanding contribution, commitment and positive impact on the organization's success in fulfilling its mission. _____

I confirm that the information given is correct, to the best of my knowledge. This nomination is submitted with the permission of the nominee.

- I have read and understood the nomination rules.*
- I understand that the information on this nomination form may be used for media and promotion messaging, e.g., press notices, social media, websites*

Primary Nominator Signature: _____ Date: _____

Nominee Signature: _____ Date: _____

How did you hear about the Museum London Volunteer Awards and Nominations? (please check all that apply):

- Word of Mouth Family, Friend Work Place
- Social Media Media Event _____
- Museum London Website Other Website Other _____