



**Youth Science Canada**  
**Sciences jeunesse Canada**

# DISTINGUISHED SERVICE AWARD

## NOMINATION GUIDE

---

# YOUTH SCIENCE CANADA

## DISTINGUISHED SERVICE AWARD

### Recognizing outstanding volunteer and staff contributions to Youth Science Canada Programs

#### VOLUNTEERS AND STAFF – THE KEY TO YOUTH SCIENCE CANADA PROGRAMS

Youth Science Canada estimates that each year, about 8000 adult volunteers across the country are responsible for the success of Youth Science Canada Programs – as committee members, judges, mentors and others at the regional, provincial and national levels. Some of these volunteers have dedicated countless hours over many years and are deserving of recognition at the national level. In addition, people have made similarly outstanding contributions to the programs that included paid work, either for Youth Science Canada or an associated organization.

#### WHAT ARE THE AWARD CRITERIA?

The Youth Science Canada Distinguished Service Awards annually recognize up to ten volunteers and staff who have made an outstanding contribution, through innovation, long service, or leadership, to the Foundation or its programs at any level. Examples of eligible service are provided in the chart, Distinguished Service Award Criteria, at the end of this booklet.

#### HOW DOES THE NOMINATION PROCESS WORK?

Any two individuals representing a committee, partner, or affiliated organization at the regional, provincial, zone or national level of Youth Science Canada may make a nomination using the form provided. The nomination remains in effect for up to three years (unless withdrawn by the nominators). An individual may be nominated more than once, and awards may be granted posthumously.

The nominators submit the *Nomination Form* and *Nominee Information Form* describing the nominee's service, using the *Distinguished Service Award Criteria* for reference along with a one-page cover letter and portrait-type photo (digital preferred). Care should be taken to provide sufficient detail and examples to ensure that the reviewers have a brief, clear and complete summary highlighting areas that qualify the nominee's service as outstanding.

#### HOW ARE THE RECIPIENTS SELECTED?

The Youth Science Canada National Science Fair Committee evaluates all nominations for the current year together with any held over from the previous two years and selects the recipients.

#### WHAT IS THE AWARD?

Recipients receive a presentation award in English or French, as specified on the nomination form. The award is normally sent to the first nominator, who arranges for a suitable presentation. This usually takes place at the recipient's Regional Science Fair or at the Canada-Wide Science Fair, depending on the origin of the nomination. Other arrangements can be accommodated. A list of past recipients is maintained on the Youth Science Canada web site.

#### WHAT IS THE DEADLINE FOR NOMINATIONS?

Nominations must be received in the Youth Science Canada office no later than **January 31** to be considered for the current year.

#### WHERE DO I SEND THE NOMINATION FORM?

A complete nomination includes the *Nomination Form*, *Information Form*, cover letter and digital photo. Nominations may be submitted by mail, email as PDF attachment ([info@youthscience.ca](mailto:info@youthscience.ca)) or toll-free fax (866-341-0040). The postal address is:

Youth Science Canada  
Distinguished Service Awards  
PO Box 523, Station R  
Toronto ON M4G 4E1



Youth Science Canada  
Sciences jeunesse Canada

# NOMINATION FORM DISTINGUISHED SERVICE AWARD

## Nominee:

Name: \_\_\_\_\_

Region: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

If this nominee is selected, please prepare the presentation award in:  English  French

## Nominator 1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email: \_\_\_\_\_

## Nominator 2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email: \_\_\_\_\_

We hereby nominate the above-named individual to be considered for the Youth Science Canada Distinguished Service Award. We certify that the information and documentation submitted in support of this application are accurate to the best of our knowledge. We understand that this nomination will remain active for up to three years, unless withdrawn by us. Should the nominee be selected by Youth Science Canada to receive the award, we agree to make suitable and timely arrangements for presentation of the award.

\_\_\_\_\_  
Signature, Nominator 1

\_\_\_\_\_  
Signature, Nominator 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Referring to the criteria on the chart, *Distinguished Service Award Criteria*, use the *Nominee Information Form* to describe the nominee's distinguished service in point form. Please include specific examples (point form) where possible. The reviewers are not normally familiar with the nominee so it is important to indicate how and why his/her service has been outstanding. Any additional information that you wish to include may be included in a cover letter (maximum one page) attached to the Nominee Information form. A portrait-type photo should also be included. A head and shoulders digital photo is preferred, which may be emailed to [info@youthscience.ca](mailto:info@youthscience.ca) or included on a CD with the nomination forms.

The Nomination Form, Nominee Information Form, cover letter and photo must be received by January 31. Nominations may be submitted by mail, email as a PDF attachment ([info@youthscience.ca](mailto:info@youthscience.ca)) or toll-free fax (866-341-0040). The postal address is:

Youth Science Canada  
Distinguished Service Awards  
PO Box 523, Station R  
Toronto ON M4G 4E1

## DISTINGUISHED SERVICE AWARD CRITERIA

Distinguished service to Youth Science Canada affiliates, partners and programs takes many forms. Past recipients of this award have typically served at Level 3 or 4 under one or more of the criteria below.

Nominators are required to complete the Nominee Information Form in point form, outlining the nominee's service according to the following criteria. When describing the nominee's service, please include point form examples, such as those listed below, which illustrate the level of service for each of the applicable criteria. A one-page cover letter may also be submitted. Points are awarded at one level for each criterion. Nominees require a minimum of 32 points to be considered. The maximum possible score is 60 points.

Criteria	Level 1 (3-4 points)	Level 2 (5-6 points)	Level 3 (7-8 points)	Level 4 (9-10 points)
<b>Years of Service</b>	7-10 (3 points)	11-14 (5 points)	15-19 (8 points)	20 or more (10 points)
<b>School Level Involvement</b>	limited school level involvement (1-3 years): limited promotion of science programs in school	some school level involvement (3-5 years): initiated a Youth Science Canada program locally (e.g., Science Fair, SMARTS, mentorship, Science Olympics)	considerable school level involvement (5-10 years): initiated several local Youth Science Canada programs (e.g., Science Fair, SMARTS, mentorship, Science Olympics) considerable promotion of other science programs in school	extensive school level involvement (10+ years): initiated science programs, local Youth Science Canada programs (e.g., Science Fair, SMARTS, mentorship, Science Olympics)
<b>Regional Involvement</b>	limited regional involvement (1-3 years)	some regional involvement (3-5 years): coordinated aspects of a regional event; worked in local community and/or schools to promote Youth Science Canada programs (e.g., Science Fair, Team Canada-ISEF, SMARTS, mentorship, Science Olympics)	considerable regional involvement (5-10 years): coordinated aspects of a regional event; worked in local community and/or schools to promote Youth Science Canada programs (e.g., Science Fair, Team Canada-ISEF, SMARTS, mentorship, Science Olympics)	extensive regional involvement (10+ years): Chair of regional organization; actively promoted Youth Science Canada programs (e.g., Science Fair, Team Canada-ISEF, SMARTS, mentorship, Science Olympics) in local community and/or schools
<b>Youth Science Canada National Program Involvement</b>	limited national program involvement (1-3 years): mentored regional team to CWSF; CWSF Host Committee volunteer; Team Canada-ISEF selection volunteer; SMARTS rep.	some national program involvement (3-5 years): mentored regional teams to CWSF; attended CWSF as an adult; coordinated event as CWSF Host Committee member; Team Canada-ISEF adult; SMARTS executive or rep.	considerable national program involvement (5-10 years): mentored regional teams to CWSF; attended two or three CWSFs as adult; significant member of CWSF Host Committee; Team Canada-ISEF adult; major SMARTS role	extensive national program involvement (10+ years): attended four or more CWSFs as adult; Chair of CWSF Host Committee; Team Canada-ISEF Fair Director; major SMARTS role
<b>Youth Science Canada National Committee or Board Involvement</b>	limited Youth Science Canada national committee (NSFC, NJAC, Ethics) or Board of Directors involvement (1-3 years)	some Youth Science Canada national committee (NSFC, NJAC, Ethics) or board of directors involvement (3-5 years)	active member of Youth Science Canada national committee (NSFC, NJAC, Ethics) or officer on board of directors for at least one term: national leadership role in a committee or board initiative	extensive Youth Science Canada national committee (NSFC, NJAC, Ethics) or board of directors involvement for one or more terms: executive member of Youth Science Canada national committee (NSFC, NJAC, Ethics); officer on board of directors; significant national role or leadership
<b>Overall contribution</b>	limited contribution to the achievement of Youth Science Canada mission and goals	some contribution to the achievement of Youth Science Canada mission and goals	considerable contribution to the achievement of Youth Science Canada mission and goals	significant contribution to the achievement of Youth Science Canada mission and goals

## NOMINEE INFORMATION FORM – DISTINGUISHED SERVICE AWARD

Using the *Distinguished Service Award Criteria* for reference, outline the nominee's service in point form below. Nominees require a minimum of 32 points to be considered. The maximum possible score is 60 points. A one-page cover letter may also be submitted.

Criteria	Level 1 (3-4 points)	Level 2 (5-6 points)	Level 3 (7-8 points)	Level 4 (9-10 points)
<b>Years of Service</b>	7-10 years (3 points)	11-14 years (5 points)	15-19 years (8 points)	20 or more years (10 points)
<b>School Level Involvement</b>				
<b>Regional Involvement</b>				
<b>Youth Science Canada National Program Involvement</b>				
<b>Youth Science Canada National Committee or Board Involvement</b>				
<b>Overall Contribution</b>				