**CATEGORIES**

**Small Branch (up to 800 members) without employees -- Select one criteria**

**Membership Recruitment & Engagement  Volunteer Recruitment & Engagement  Advocacy**

**Medium Branch (801 – 1500 members) without employees -- Select at least two criteria**

**Membership Recruitment & Engagement  Volunteer Recruitment & Engagement  Advocacy**

**Large Branch (1501 + members) without employees -- Select all three criteria**

**Membership Recruitment & Engagement  Volunteer Recruitment & Engagement  Advocacy**

**Branch with Employees (any size) Select all three criteria**

**Membership Recruitment & Engagement  Volunteer Recruitment & Engagement  Advocacy**

**Instructions for Nominators**

### Review the Awards Criteria at Part 3

### Check off the award categories for which you are submitting the nomination

### Complete Part 1(Nominee) and Part 2 (Nominator)

### Complete the appropriate section(s) of Part 3 in accordance with the award criteria

### Attach any supporting documents

### Submit by 4:00 PM (EST) Friday, February 21, 2025 to Gail Curran, Volunteer Engagement Officer, [gcurran@federalretirees.ca](mailto:gcurran@federalretirees.ca)

For additional information, please contact:

**E-mail**: gcurran@federalretirees.ca

**Fax**: 613-745-5457

**Mail**: National Association of Federal Retirees

865 Shefford Road

Ottawa ON K1J 1H9

**PART 1 – Nominee** **(any Branch of the Association)**

#### Branch Name

#### Street Address

#### City Province Postal Code

**Branch President’s signature*:***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Branch*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Telephone*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*E-mail Address*

**PART 2 – Nominator**

# Any member of the Association in good standing may nominate a Branch for this award. Branches are also encouraged to self-nominate.

#### Name

#### Volunteer Position/Title (If appropriate)

#### Branch

#### Street Address

#### City Province Postal Code

#### Telephone Fax:

#### E-Mail Address

**PART 3A** **MEMBERSHIP RECRUITMENT AND ENGAGEMENT** **CRITERIA FOR BRANCH EXCELLENCE AWARD**

# *(Nomination rationale for each field in Part 3 must not exceed 500 words.*

|  |
| --- |
| **MEMBERSHIP RECRUITMENT AND ENGAGEMENT**  Show evidence of excellence in the delivery of programs, activities, and services – as well as participation in national recruitment initiatives – which attract, retain, and engage members to help contribute to net membership growth. In addition to information provided in the submission, actual external membership data available to the National Office may be used to evaluate the effectiveness of branch activities including membership growth. |
| 1. *Describe how the programs and/or activities attracted and engaged existing and new members, such as such as recruitment campaigns, community outreach, educational and social functions* |
| 1. *Describe the impact of the program and/or activities membership retention and on net membership growth of the Branch.* |
| 1. ***List any enclosed/attached supporting documents (maximum up to three pages only)*** |

**Part 3B VOLUNTEER ENGAGEMENT AND RECRUITMENT CRITERIA FOR BRANCH EXCELLENCE AWARD**

# *(Nomination rationale for each field in Part 3 must not exceed 500 words.*

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| **VOLUNTEER ENGAGEMENT AND RECRUITMENT**  Show evidence for excellence in the delivery of programs and activities in support of volunteers, including volunteer recognition and development, recruitment, and succession management |
| 1. *Describe what programs and/or activities were developed to support volunteers, including: \* recruitment  \* support and develop \* recognition, and \* succession management* |
| 1. *Describe the positive impact the activities have on volunteer effectiveness and branch operations* |
| 1. ***List any enclosed/attached supporting documents (maximum up to three pages only)*** |

**Part 3C ADVOCACY AWARD CRITERIA FOR BRANCH EXCELLENCE AWARD**

*(****Nomination rationale for each field in Part 3 must not exceed 500 words)***

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| **ADVOCACY AWARD**  Show evidence that the Branch has demonstrated exemplary effort in advancing Association advocacy strategies by accomplishing Reach 338 targets and exerting influence on local decision makers, encouraging, and facilitating member engagement and participation in advocacy, and developing partnerships with stakeholders, in support of/in keeping with the Association’s strategic advocacy goals. |
| 1. *Describe the advocacy goals achieved by the Branch this year and the link with the Association’s strategic advocacy goals; what strategies the Branch developed to encourage and facilitate member engagement in advocacy to influence local decision makers (i.e. develop partnerships with stakeholders).* |
| 1. *Describe the Branch’s results and outcomes such as: \* Number of Reach 338 meetings and commitments gained from them \* How many members participated or were newly engaged in advocacy activities (Reach 338 meetings, events, etc.) \* outcomes of relationships with local stakeholder organizations* |
| 1. ***List any enclosed/attached supporting documents (maximum up to three pages only)*** |