



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

# Nomination Guide

## Shining a Light on Outstanding People

Council's Excellence Awards acknowledge community champions, young achievers, and real-life heroes dedicated to making a positive impact in the region. This guide will help you submit a compelling nomination.

Mayor and Councillors will choose eligible award recipients based on the recommendations of an advisory panel.

The advisory panel relies on your words and examples to "see" your nominee's achievements, attributes, and contributions. *They can only judge your nominee based on the information you provide.*

## Before You Start Nominating

Make sure the person or group you wish to nominate is eligible for the award. Any nominee must have lived in Wood Buffalo for a minimum of 12 consecutive months. Candidates for the Youth award must be between 15 - 34 years old as of December 31, 2024. All eligibility criteria can be found at [rmwb.ca/excellence](https://rmwb.ca/excellence).

## Getting Started

Start the process early. Get information and ideas from friends, family, neighbours and colleagues about your nominee's achievements and accomplishments before you write the nomination.

## Writing a Convincing Nomination

The key to a well-written nomination is providing specific information that demonstrates how this person or group's efforts have made a positive impact on the community or the region.

Keep it brief! Write short sentences that give specific details. Avoid giving work history or job descriptions unless it directly relates to the award criteria. The goal is quality, not quantity.

Make sure the examples you give match the specific award criteria, and that there are measurable results. The total number of examples is less important than giving the right examples.

These examples can be supported by submitting relevant news articles, testimonials, magazine profiles and other media publications.



## Answer the “What” and “How”

What did the nominee(s) do? Be clear and specific and give examples of how your nominee(s):

- Went above and beyond expectations to help the community.
- Encountered and overcame challenges or issues they faced.
- Was a mentor and role model (give examples).
- Made a difference and benefitted the community.

## How did the nominee(s) do it?

Describe the amount of time and resources spent volunteering on the project. If the project is still ongoing or has not produced results, try to identify major milestones they have already completed.

If this progress hasn't yet had a noticeable community impact, consider waiting to submit the nomination until after the results/impact can be documented and supported.

## What were the results and/or impacts?

What did the nominee(s) accomplish/achieve? Be specific. What were the benefits of those efforts?

Are there any numbers, measurements or examples you can give to show the impact/benefits of those achievements? List them using bullet points and make sure technical details are explained in an easy-to-understand way.

## Before You Submit the Nomination

Have others review the nomination for thoroughness and accuracy before submitting it.

## Other Things to Note

Once nominations are received, someone from the Council's Excellence Awards team will be in contact to verify information provided in the submission.

The deadline for submissions is **Wednesday, December 3 at 11:59 p.m. MST**. Only nominations submitted before the deadline will be considered.

More information about this program can be found at [rmwb.ca/excellence](http://rmwb.ca/excellence)