

Stars of Alberta Volunteer Awards

Letter of reference outline

Overview

Nominators are required to include 1 to 2 letters of reference from a representative(s) of an organization(s) named in the nomination form who are familiar with the nominee's volunteer achievements. Letters of reference form part of the nomination package and will be adjudicated.

Required information

References should include the following information in their letter of reference:

- Full name and contact information (email, phone number, organization and address); and,
- A detailed description of:
 - how they know the nominee and how long they have known them;
 - the nominee's volunteerism with their organization (length of service, current status, role(s) and activities); and,
 - why they believe the nominee should be a recipient of this award, articulating and providing evidence of the following:
 - the characteristics that make the nominee a good candidate for this award;
 - the level of impact the nominee's volunteerism had on their organization as described in the table below; and,
 - how the nominee's volunteerism has benefited the *community (Note: * "Community" includes location of volunteer work e.g. town, neighborhood or municipality, OR an area of volunteer focus e.g. 2SLGBTQQIA+, Youth).

TABLE 1.0: LEVELS OF IMPACT

Nominators are required to identify the level(s) of impact the nominee has had on their organization as described below and provide evidence supporting their selection.

Level	Description
1	The nominee has contributed to a productive and nurturing environment within the organization
2	The nominee has contributed to effective program and service delivery and positive interactions with clients/customers/community.
3	The nominee has lead program and service delivery and assisted with volunteer recruitment and retention.
4	The nominee's skills and experience has directly enhanced the ability or scale of the organization to deliver on and/or advance its mission.
5	The nominee's skills and experience has transformed the activities of the organization for greater impact and/or sustainability.

Length

Each letter of reference must not exceed 2 pages.

Submission

Completed letters of reference should be submitted as an attachment to the online nomination form submitted by the nominator.