



SCROLL OF HONOUR Nomination Application Form

NOMINATOR INFORMATION

Name:

Email:

Phone:

NOMINEE INFORMATION

Name:

Cowichan Valley resident? Yes No

Email:

Phone:

NOMINATION INFORMATION

Please describe why this individual should receive the Scroll of Honour.
Include a list of contributions the Nominee has made to the Cowichan Valley.
Attach up to 1 page if required.

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

CHECKLIST

- Nominee has been volunteering for a minimum of 15 years
- Nominee has not received this award previously
- Nominee is not currently elected to the City of Duncan Council
- Nominee was not in a paid position directly related to this nomination
- Nominator has read the City of Duncan Recognition and Awards Policy
- 3 letters of support for this nomination
- If selected, the nominator agrees to provide the nominee's biographical information and to make arrangements for the nominee and between six (6) and ten (10) family/friends to attend the Community Appreciation Night held on the first Monday of December in the current year.

VERIFIED by
NOMINATOR

ATTACHED

Deadline to Receive Nominations: October 15 (or next business day) of the current year.

OFFICE USE ONLY:

Date Received:

File No.: 0340-50