



2023 ICF Toronto Chapter VOLUNTEER OF THE YEAR Award Information & Sample Nomination Form

This award honours and recognizes the volunteerism of an individual or group who has significantly contributed to the growth of the ICF Toronto Chapter and the advancement of the coaching profession locally, nationally, or globally.

Eligibility:

- Nominees must be an ICF Toronto Chapter member in good standing
- Must be nominated by a peer, may include nomination by an ICF Toronto Chapter Board member (self-nominations are not accepted)
- The nomination must be endorsed by one other chapter member with a letter of reference
- Letter of reference to be included with nomination. Please refer to guidance provided in **Addendum A**, below.
- Board members are not eligible to be nominated for a period of three (3) years after their term ends

Nominator Information:

First and Last Name:

Email Address:

Telephone Number:

Nominee Information:

First and Last Name:

Email Address:

Telephone Number:

Detailed Evaluative Criteria:

The six criteria used to assess nominations are:

1. Role
2. Impact
3. Reach
4. Engagement
5. Challenges
6. Inspiration

Role:

Briefly describe the nominee's contributions. If the nominee is selected, this description may be used for distribution to ICF Toronto Chapter members, the public, and appear in the media.

Describe how the nominee has volunteered to addressing community issues. Give details about the time, expertise, and resources the nominated individual or business has dedicated to improving the Toronto ICF Chapter, ICF Global, and the coaching profession in general (250 words or less)

Impact:

Impact refers to the depth of the nominee's contribution. Has the nominee identified and addressed a priority in the Toronto ICF Chapter, ICF Global, and the coaching profession? Describe how their contributions have made a lasting difference. Indicate how the nominee has made their work sustainable (in other words, how will the benefits of the nominee's contribution continue when the nominee is no longer involved) (250 words or less):

Reach:

Describe who benefited from the nominee's contributions (for example, individuals and/or specific groups). Indicate how many people were affected and how they were affected. Have the contributions expanded to benefit others (people, groups)? Have they expanded beyond the Toronto ICF Chapter, locally or nationally? (250 words or less):

Engagement:

Describe how the nominee's contributions sparked teamwork to address social challenges. How the nominee engaged others? Did the nominee use outside resources and get other partners involved? If so, how? (250 words or less):

Challenges:

Describe the challenges (personal, social, or other) that the nominee has overcome to make a contribution in their community. (250 words or less):

Inspiration:

Describe how the nominee became a role model in their community or in their organization. How did the nominee share their experience and knowledge and who did they share it with? (250 words or less):

Please note deadline for nominations is January 31, 2023 at 5:00 p.m. EST.

If you have any questions please contact Kim Leitch at kim@icftoronto.com or 416-960-4791 x3.

Volunteer of the Year Award Addendum A – Letter of Reference

Letter of Reference:

As part of the nomination process, you will be required to provide the name and email address of one (1) ICF Toronto chapter member who is willing to complete a reference form attesting to the nominee's qualifications for the VOLUNTEER OF THE YEAR AWARD. ICF Toronto will send this individual an email with a link to complete a reference form.

We will be asking them to share a story about the impact made by the volunteer. The story may be featured in a chapter video or blog, with permission, after the award is granted.