

The Order of Ottawa

Nomination Form

Please print clearly and complete in full.

Name of Nominee

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. Other _____

First Name Last Name

Home Address

City Postal Code

Home Telephone Number 2nd Telephone Number

E-mail Address

Organization (if applicable)

Councillor / Ward (of Residence)

☐ I would like this nominee to be considered for the Order of Ottawa. **OR**

☐ I would like this nominee to be considered for the Brian Kilrea Award for Excellence in Coaching.

Name of Nominator

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. Other _____

First Name Last Name

Relationship to Nominee

Address

City Postal Code

Home Telephone Number 2nd Telephone Number

E-mail Address

Please remember to include:

- ☐ A completed original and signed **nomination form**;
- ☐ A **brief summary** (maximum of 250 words) of the nominee's contributions or accomplishments, including how long you have known the nominee and the reason you believe this nominee is a worthy candidate;
- ☐ Original and signed **written testimonials** from at least two individuals, other than the nominator, (including contact information), who have first-hand knowledge of the nominee's accomplishments; and
- ☐ **Additional material** in support of this nomination (i.e. other testimonial letters, media stories, tributes, etc.) that provide new information and insight into the nature of the nominee's accomplishments.

Submitting a Nomination Form

Help the environment – please consider an online nomination: ottawa.ca/orderofottawa

E-mail: orderofottawa@ottawa.ca

Fax: 613-580-2438

Mail: City of Ottawa
Order of Ottawa Selection Committee
c/o Office of Protocol
110 Laurier Avenue West, Ottawa, ON K1P 1J1

For additional information: 3-1-1

Please ensure that your submission includes a clear indication of the nominee's character and the impact of his/her contribution. All submissions become the property of the City of Ottawa and will not be returned. Nominators should retain a copy of their submission for their reference. Receipt of submissions will be acknowledged.

I certify, to the best of my knowledge, that the information provided in this nomination form is correct.

Signature of Nominator Date

Thank you for taking the time to nominate a deserving citizen.

Personal information contained on this form is collected for the administration of the City Council approved Order of Ottawa Program. Information collected will only be used to evaluate nominees and notify recipients of the Order of Ottawa. If you have any questions about the collection and use of personal information on this form, please call the Chief of Protocol at 3-1-1 or email orderofottawa@ottawa.ca.