



## The QMS Community Link Award

Queen Margaret's School has a long and proud tradition of service. Miss Denny and Miss Geoghegan hoped that just as Queen Margaret of Scotland served her generation, QMS students would leave the School as productive, responsible and caring citizens.

Service takes many forms. It is our good fortune that Queen Margaret's School has many amazing volunteers, parents, board members, alumni and friends within our community who work tirelessly to make our school a better place. Often working behind the scenes, these individuals volunteer their time to help others, make new connections, and bring us closer together.

The QMS Community Link Award is a way for our community to recognize adult volunteers for their undeniable contributions and honour those who, by their demonstrated commitment and example, inspire others to engage in volunteer service for the School.

### Nomination process

#### 1. Who is Eligible?

Nominees should be adult volunteers who meet at least three of the following criteria:

- active in the QMS community, beyond simple membership in a supporting committee or group of QMS, serving as a positive example to others
- actively engaged in at least one or more fundraising or community building activities annually
- continually commit their time, talent and energy to enrich the educational experience of our students
- voluntarily involved in a program or project which will have a lasting benefit for our students

It is expected that volunteers have not performed the services as part of their regular business or professional duties, or received compensation for their volunteer work.



## 2. Preparation and Submission of Nominations

1. All submissions shall use the approved nomination form and follow the guidelines outline below.
2. Nominations shall be submitted no later than **May 31, 2022**. Nominations received after the deadline will be filed for consideration for next year.
3. A nomination can be submitted by any QMS community member over the age of 19, who is familiar with the contribution of the individual being nominated.
4. Employees of QMS can nominate an individual for the Awards program; however, they will not be allowed to sit on the selection committee.
5. Employees of QMS are not eligible for the Award.
6. An individual cannot nominate his/herself.
7. The nomination will include a current biographical sketch of the nominee, including dates of active participation within QMS, and any committee or board membership.
8. The nominator must provide two references that can substantiate the details in the nomination and support the nominee.

## 3. When is the deadline?

The deadline is **May 31, 2022**. Nominations are accepted until 4:00 p.m. Nominations received after the deadline will be considered for the following year.

## 4. How are recipients selected?

QMS relies on the judgment of the nominator to ensure the information provided is true and the nominees are deserving of recognition in keeping with the requirements of the award. Nominations are reviewed to ensure criteria are met.

A three-person Selection Committee will be established annually with membership including the Head of School plus two individuals selected from the following stakeholder groups: Board of Governors, O.O.M.A., or QMS staff.

## 5. How is the award presented?

The award will be presented in June on Speech Day.



## The QMS Community Link Award Nomination Form

Please complete this nomination form and drop it off at the Administration Office or email it to [kludvigson@qms.bc.ca](mailto:kludvigson@qms.bc.ca) with the heading "Community Link Nomination" by 4:00 p.m. on **May 31, 2022**.

Nominated by:

Name of Nominee:

Biographical information: *(Include dates of active participation at QMS, and any committee or board membership.)*

Why are you nominating this person? *(Include a brief description of specific activities and how their contribution has helped QMS. The outcome and process of the contribution must be described and substantiated.)*

Please list two references who can support this nomination and substantiate the details provided above.

Name:

Name:

Phone Number:

Phone Number:

