

Volunteer Recognition Nomination Forms

from Ontario.ca/honoursandawards

How to:

- [Download forms](#)
- [Using Adobe to open PDFs](#)
- [Complete online forms](#)
- [Submit forms online](#)
- [Get support](#)

HOW TO DOWNLOAD FORMS

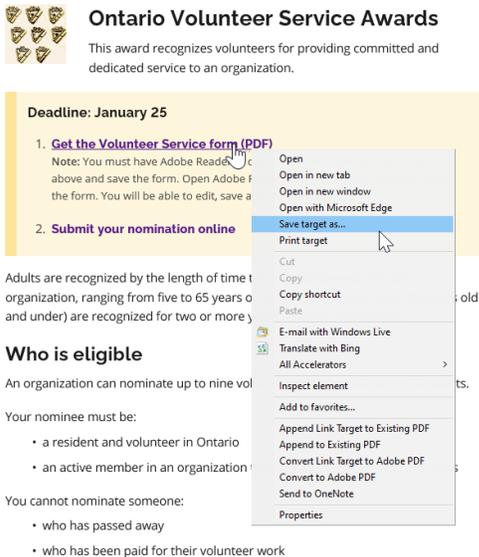
You will need Adobe to view the form. If you do not have Adobe, you can download Adobe Reader free on the [Adobe website](#).

If you have an updated version of Adobe, the plug-in for your browser may not have been updated. To fix this problem, **RIGHT CLICK** on the PDF link and download the form to your computer (see screen shots below).

Once you have downloaded the PDF, close your browser and open the file directly from your computer. If the file is still not opening, see instructions on [how to use Adobe to open PDF documents](#).

FOR PC USERS

Internet Explorer, Firefox or Safari (PC): Right click using the mouse click on “save target as.”



Ontario Volunteer Service Awards
This award recognizes volunteers for providing committed and dedicated service to an organization.

Deadline: January 25

1. [Get the Volunteer Service form \(PDF\)](#)
Note: You must have Adobe Reader 10.0 or above and save the form. Open Adobe Reader and save the form. You will be able to edit, save and print the form.
2. [Submit your nomination online](#)

Adults are recognized by the length of time they have served an organization, ranging from five to 65 years of continuous service. Youth (24 years old and under) are recognized for two or more years of continuous service.

Who is eligible
An organization can nominate up to nine volunteers, with a maximum of six adults.

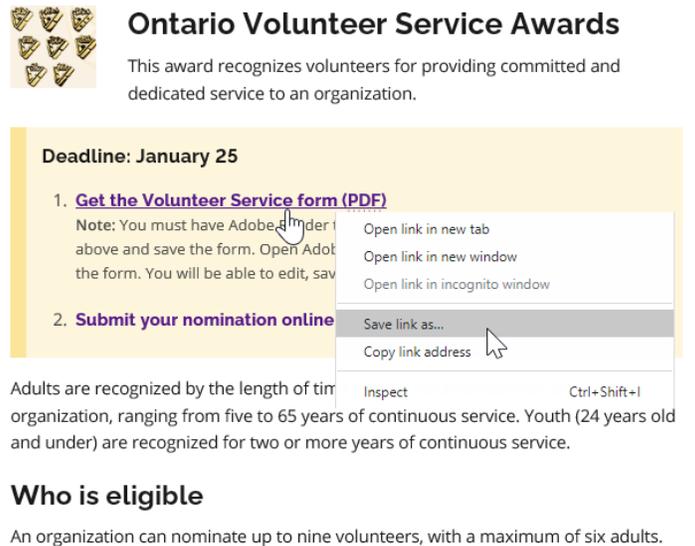
Your nominee must be:

- a resident and volunteer in Ontario
- an active member in an organization

You cannot nominate someone:

- who has passed away
- who has been paid for their volunteer work

Chrome: Right click using the mouse click on “save link as.”



Ontario Volunteer Service Awards
This award recognizes volunteers for providing committed and dedicated service to an organization.

Deadline: January 25

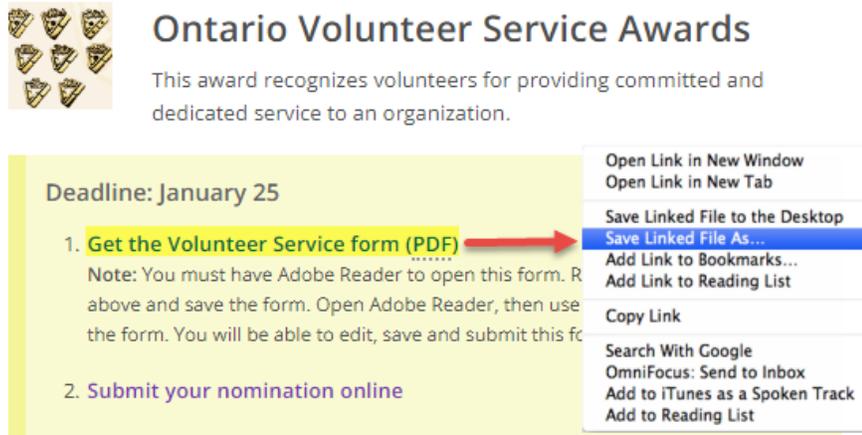
1. [Get the Volunteer Service form \(PDF\)](#)
Note: You must have Adobe Reader 10.0 or above and save the form. Open Adobe Reader and save the form. You will be able to edit, save and print the form.
2. [Submit your nomination online](#)

Adults are recognized by the length of time they have served an organization, ranging from five to 65 years of continuous service. Youth (24 years old and under) are recognized for two or more years of continuous service.

Who is eligible
An organization can nominate up to nine volunteers, with a maximum of six adults.

FOR MAC USERS:

Safari: Press the <Command> button on the keyboard and click on the PDF link, then on “saved linked file as.”



The screenshot shows the 'Ontario Volunteer Service Awards' page. On the left, there is a grid of award icons. The main heading is 'Ontario Volunteer Service Awards' with a subtext: 'This award recognizes volunteers for providing committed and dedicated service to an organization.' Below this, a yellow box contains the text 'Deadline: January 25' and a numbered list. The first item is '1. Get the Volunteer Service form (PDF)'. A red arrow points from this link to a context menu that is open. The menu options are: 'Open Link in New Window', 'Open Link in New Tab', 'Save Linked File to the Desktop', 'Save Linked File As...' (highlighted in blue), 'Add Link to Bookmarks...', 'Add Link to Reading List', 'Copy Link', 'Search With Google', 'OmniFocus: Send to Inbox', 'Add to iTunes as a Spoken Track', and 'Add to Reading List'. The second item in the list is '2. Submit your nomination online'.

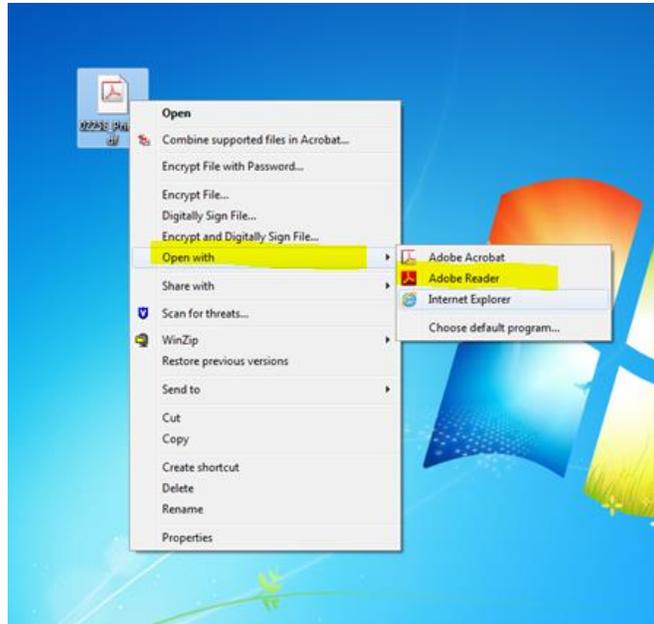
NOTE: Forms are not available on smart phones, iPads or tablets.

HOW TO USE ADOBE TO OPEN PDF DOCUMENTS

Sometimes, a file is not defaulted to use the correct program to open documents. To ensure that you use Adobe to open the form:

For PC users

RIGHT CLICK on the PDF file, go to “Open with” and click on Adobe Reader.



For MAC users

- Highlight the file
- Press the <Command> button + the <i> button (a window with the file information should pop up)
- Go to the “open with” section (you may need to reveal this section by clicking on the ▾ symbol)
- Select Adobe program to open files
- Click “Save” or “Apply”
- Go to the file and double click to open

HOW TO COMPLETE AN ONLINE NOMINATION FORM

1. Open the PDF and click on the “I confirmation....” boxes in the “How do I make a Nomination” section
2. Select “online form,” the blue button at the bottom of the page – **this will allow the you to submit the form online.**

 **Ontario** Ministry of Citizenship and Immigration
Ontario Honours and Awards Secretariat

Volunteer Service Awards
Deadline: January 25

Purpose
To recognize individual volunteers for continuous years of commitment and dedicated service to an organization. Adults are recognized for five, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60 and 65 years of continuous service. Youth (24 years old and under) are recognized for two or more years of continuous service.

Who is eligible?
Youth and adult volunteers must:

- Be living persons residing and volunteering in Ontario.
- Be active beyond simple membership in an organization that has been in existence for a minimum of five years.
- Not have received payment for their volunteer work.
- Not have performed the services as part of their regular business or professional duties.

Nominations will not be accepted if: They are self-nominated; for elected federal, provincial, municipal representatives while in office; or political appointees if the achievements for which they are being nominated are related to their current appointment.

How are the recipients selected?
Nominations are checked to ensure criteria are met. The Ministry of Citizenship and Immigration then sends a letter to the organization confirming that the nominations have been accepted.

How are the awards presented?
The awards are presented at special ceremonies held across Ontario where recipients are presented with a stylized trillium service pin acknowledging their years of service. Recipients also receive a personalized certificate. Each recipient is invited to bring one guest. Nominating organizations are also invited to bring two representatives to the award ceremony.

How do I make a nomination?
Organizations that have been in existence for a minimum of five years may submit a nomination. Each organization may nominate up to nine volunteers (of which a maximum of 6 nominees may be adults). This electronic process allows you to:

- Save your submission package as often as needed;
- Build your submission package as you go; and
- Submit your package now, or at a later date, when it is ready and complete.

confirm that the nominee(s) are eligible as per the criteria below: *

- Must be living persons residing and volunteering in Ontario.
- Must not have received payment for their volunteer work.
- Must be active beyond simple membership in an organization.
- Must not have performed the services as part of their regular business or professional duties.
- Must not be the person submitting the nomination (nominator).

- Youth nominees:
 - Must be under 24 years old and under and have volunteered with one organization for at least two consecutive years.
- Adult nominees:
 - Must have volunteered with one organization for at least five consecutive years.

Organizations with more than one branch location can nominate up to nine volunteers, in the same manner as mentioned above, per branch.

Note
The deadline for nominations is **January 25** of each year and the nominee must be eligible as of that date. If this date falls on a weekend or holiday, nominations will be accepted the next business day. Eligible nominations received after the deadline will be considered in the following year.

In order to be able to submit electronically, you must save the submission package to your computer or other personal storage device first.

[View only](#) [Mail Form](#) [Online Form](#)

0215E (2017/11) © Queen's Printer for Ontario, 2017 Disponible en français

3. Complete the mandatory fields on the form marked by a red “*.” Once each page is completed, click on “**next**” for the next section.
4. If required, you can go back to correct information in a previous section by clicking on “**previous**.” It’s like turning the pages of a book!
5. Save the form anytime by clicking on “save.” This will save all pages.



Ministry of Citizenship
and Immigration
Ontario Honours and Awards Secretariat

Volunteer Service Awards
Deadline: January 25

Fields marked with an asterisk (*) are mandatory.

Nominating Organization Information - Step 1 of 4

Salutation *		If other, specify	
First Name *		Last Name *	
Position/Title			
Name of Organization *		Branch/Division/Section *	
Organization Website *		Year Organization was established (yyyy) (e.g., 1980) *	
Address			
<input checked="" type="checkbox"/> City Address <input type="checkbox"/> Rural Route or PO Box Address			
Street No. *	No. Suffix	Street Name *	Street Type *
			If other, specify
Unit/Suite/Apt		Street Direction	
City *		Province *	Postal Code (e.g., M7A2R9) *
Telephone Type *		Telephone Number (e.g., 4163147526) *	
		Extension	
Alternate Telephone Type *		Telephone Number (e.g., 4163147526)	
		Extension	
Email (e.g. email@address.com) *			
Preferred language of communication * <input type="checkbox"/> English <input type="checkbox"/> French			

Clear Page

5 Save

4 Previous

3 Next

6. Once you complete the final step, click “next” and attest the information provided is correct by checking the **declaration box**.
7. Save the document to your computer by clicking on “**save**.” This will save all pages of the form.
8. You can review the information by clicking on “**review summary page**.”



Ministry of Citizenship and Immigration
Ontario Honours and Awards Secretariat

Volunteer Service Awards
Deadline: January 25

Fields marked with an asterisk (*) are mandatory.

Declaration

The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the *Ontario Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, the personal information collected on this form will be used only for the proper administration of the **Volunteer Service Awards**. This includes determining the nominee’s eligibility and providing information to the selection body for review and recommendation. Under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c.M.18, s.4, the personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without his/her express written consent. For further information on our collection of information policy, contact us at: Ontario Honours and Awards Secretariat, 400 University Avenue, 4th Floor, Toronto ON M7A 2R9, or by email at OntarioHonoursAndAwards@ontario.ca, or by telephone at 1-866-314-7526, toll free 1-877-832-8622, or TTY 416-327-2391.

I hereby certify that I have been a member in good standing in the above named organization and declare that all information provided in this application is true and accurate in every respect. *

Clear Page

Save

Previous

Review summary pages

9. Once in the “Review Summary Pages,” you can “**print summary page**” or click on “**Go Back to the Form**” to make edits to your form. Once back in your form, click “**Previous**” to reach section you wish to edit. Once you complete your edits, save the document again.

Submission Submitted By - Step 3 of 3

Salutation *						If other, specify							
Mrs.													
First Name *				Last Name *									
sdsds				dsdsds									
Name of the School *						Position/Title *							
dsdsds						sdsdsdsds							
School Address													
<input checked="" type="checkbox"/> City Address <input type="checkbox"/> Rural Route or PO Box Address													
Street No. *		No. Suffix		Street Name *				Street Type *		If other, specify		Street Direction	
24				dsdsdsdsd				Avenue					
Unit/Suite/Apt													
City *				Province *				Postal Code (e.g., M7A2R9) *					
DSDSDSDSDS				British Columbia				B5B5B5					
Telephone Type *		Telephone Number (e.g., 4163147526) *						Extension					
Home		333 333-3333											
Alternate Telephone Type		Telephone Number (e.g., 4163147526)						Extension					
Email (e.g. email@address.com) *													
dfdfdf@email.com													
Preferred Language of Communication * <input checked="" type="checkbox"/> English <input type="checkbox"/> French													
Declaration													
The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the <i>Ontario Freedom of Information and Protection of Privacy Act</i> , R.S.O. 1990, c.F.31, the personal information collected on this form will be used only for the proper administration of the Lieutenant Governor’s Community Volunteer Award for Students. Under the authority of the <i>Ministry of Citizenship and Culture Act</i> , R.S.O. 1990, c.M.18, s.4, the personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without his/her express written consent. For further information on our collection of information policy, contact us at: Ontario Honours and Awards Secretariat, 400 University Avenue, 4 th Floor, Toronto ON M7A 2R9, or by email at OntarioHonoursAndAwards@ontario.ca , or by telephone at 416 314-7526, toll free 1 877 832-8622, or TTY 416-327-2391.													
<input checked="" type="checkbox"/> I hereby declare that all information provided in this application is true and accurate in every respect. I understand that the nominee would be required to return the award if the information is found to be inaccurate for any reason. *													
Once your submission package is ready and complete, save the final version and go to www.ontario.ca/honoursandawards to print your package electronically.													

10. Attachments (if required) are uploaded directly into the form. You can see them by clicking on the paperclip icon on the left-hand navigation bar.

0218E.pdf (SECURED) - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 1 125%

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

Ontario Ministry of Citizenship and Immigration
Ontario Honours and Awards Secretariat

Ontario Medal for Young Volunteers
Deadline: January 15

Fields marked with an asterisk (*) are mandatory.

Testimonial Writers - Step 3 of 5

Testimonial Writer 2

Salutation *
Mr. [Dropdown] If other, specify

First Name * John Last Name * Doe

Name of Organization Position/Title

Address

Address Type *
Home [Dropdown]

City Address Rural Route or PO Box Address

Street No. * 5 No. Suffix [Dropdown] Street Name * Main Street Type * Square [Dropdown] If other, specify Street Direction [Dropdown]

Unit/Suite/Apt

City * Anywhere Province * Ontario Postal Code (e.g., M7A2R9) * M6M5M5

Telephone Type * Telephone Number (e.g., 4163147526) * Extension

Email (e.g. email@address.com)
john@email.com

Attach Testimonial Letter (Maximum file size: 300 KB. Accepted file types: JPG, GIF, DOC, DOCX or PDF.) *

[Browse...](#)

[Clear Page](#) [Save](#) [Previous](#) [Next](#)

HOW TO SUBMIT THE NOMINATION FORM ONLINE

Please note that **nomination forms can only be submitted online if you use the “online form” version.** To select the correct version, click on the “online form” option on the PDF and follow the steps in the [How to Complete an Online Nomination](#) section.



Ministry of Citizenship
and Immigration
Ontario Honours and Awards Secretariat

Lieutenant Governor's Community Volunteer Award for Students

Purpose

The Lieutenant Governor's Community Volunteer Award for Students pays tribute to students who not only complete the required number of volunteer hours to graduate, but who go above and beyond.

Each year, an award is given to one graduating student at each of Ontario's secondary schools.

Who is eligible?

The award is for students who are graduating from an Ontario high school (public, provincial, private and demonstration).

How are the recipients selected?

School principals, or their designate, select one student from their school and complete and submit the recipient submission form.

A school committee dedicated to student recognition may also select the recipient. However, only the principal and/or his or her designate may complete and submit the form.

How do I make a submission?

Each submission must include the following:

- A completed and signed submission form *
- Confirmation that the student is a graduating student selected for this award by their school principal or an awards selection committee for exemplary community contribution or outstanding achievement through volunteer activity. *
- Confirmation that the submission is made by the student's principal or his or her designate. *

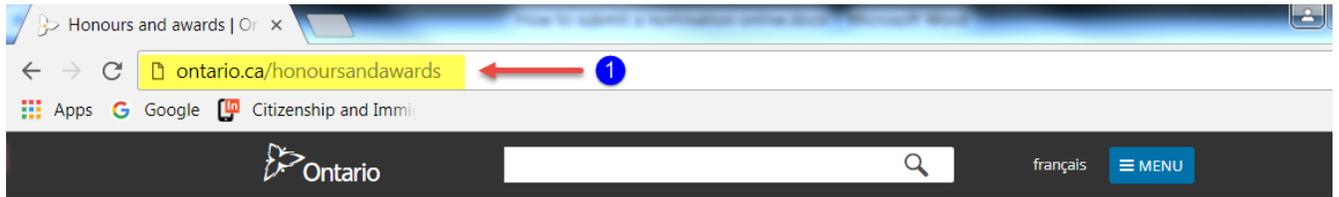
[View only](#)

[Mail Form](#)

[Online Form](#)

1. Go to the [e-filing portal](#) and skip to step 5.

2. You can also get there by going back to www.ontario.ca/honoursandawards to where you downloaded the form.



Honours and awards

Ontario's medal and recognition programs celebrate the people who make our province a better place to live.

Find out about the honours and awards given by the Government or Lieutenant Governor of Ontario.



Order of Ontario

The Order of Ontario is the province's highest honour. An Ontarian who has shown outstanding qualities of individual excellence and achievement in any field is eligible to be appointed.

[Learn about the Order of Ontario and how you can nominate someone.](#)

2



Volunteering

[Learn how to nominate someone](#) for honours and awards for achievements in volunteering.

This includes the:

- Ontario Medal for Young Volunteers
- Ontario Volunteer Service Awards
- June Callwood Outstanding Achievement Award for Voluntarism
- Lieutenant Governor's Community Volunteer Award for Students

Bravery

[Learn how to nominate someone](#) for an award for an outstanding act of bravery.

This includes the:

- Ontario Medal for Police Bravery
- Ontario Medal for Firefighter Bravery
- Ontario Award for Paramedic Bravery

3. Click on the program name.
4. Click on “**Submit your nomination online**”. This will bring you to the e-filing site where you can upload your form.

NOTE: There is only one portal for all submissions. You can go directly to this page by using the link: https://www.ohas.citizenship.gov.on.ca/ohas_enu/

Ontario

français MENU

Honours and awards: volunteering

Learn how to nominate someone for honours and awards for achievements in volunteering.

On this page

1. Ontario Medal for Young Volunteers
2. **Ontario Volunteer Service Awards** ← 3
3. June Callwood Outstanding Achievement Award for Volunteering
4. Lieutenant Governor's Community Volunteer Award for Students

Related

Other honours and awards

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Ontario Volunteer Service Awards

This award recognizes volunteers for providing committed and dedicated service to an organization.

Deadline: January 25

1. **Get the Volunteer Service form (PDF)**

Note: You must have Adobe Reader to open this form. Right click on the link above and save the form. Open Adobe Reader, then use Adobe Reader to open the form. You will be able to edit, save and submit this form.

2. **Submit your nomination online** ← 4

5. Once on the e-filing site, click on "I Agree" on the terms and conditions page.

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MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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> Active Citizenship > Honours and Awards > e-Filing >

TERMS & CONDITIONS

- Declaration
- Disclaimer
- Privacy

Declaration

Welcome to the Ontario Honours and Awards Secretariat's e-Filing site. The interactive PDF application will help guide you through all sections of the form and help reduce errors and ensure all relevant information is provided.

Before you begin please read the following notices (disclaimer and privacy notice statement) and click on "I agree" at the bottom of the page to continue with your e-Filing.

WARNING to all applicants and guarantors - Any false statement, misrepresentation or concealment of any material fact on the forms or any document presented in support of your application may lead to refusal or revocation of an honour or award.

Disclaimer

This Web site is available solely for the convenience of the public. Users assume the risk associated with any transfer of information to the Ontario Honours and Awards Secretariat and with any other use of this page. The Ontario Honours and Awards Secretariat has made all reasonable efforts to protect the confidentiality of the information you provide and to ensure that your electronic transactions with us are secure. However, the Ontario Honours and Awards Secretariat is not liable for any damages that may arise from interception, loss, theft or their action regarding your personal information while in transit.

Users are solely responsible for the accuracy of the information provided to the Ontario Honours and Awards Secretariat via this service.

The Ontario Honours and Awards Secretariat is not liable for any damage that may arise from any restriction, delay, malfunction or unavailability of the system and reserves the right to withdraw this service at any time without prior notice.

Privacy

The Ontario government is committed to ensuring the privacy of your personal information. Your privacy will be protected as required by the Freedom of Information and Protection of Privacy Act. Personal information collected for our programs will be used to determine eligibility, provide information to the selected bodies for review and notify recipients. For further information on our collection of information policies, contact us by mail at: Ontario Honours and Awards Secretariat, 400 University Avenue, 40th Floor, Toronto, ON M7A 2R9, or by e-mail at Ontariohonoursandawards@ontario.ca, or by telephone at 416-314-7526, toll free 1-877-832-8622 or TTY 416 327-2351.

You share responsibility for protecting your personal information. If you are using the e-Filing service or PDF forms in a public place (i.e. government information centre, library, educational facility or Internet cafe) please ensure that you:

- Do not leave the computer, workstation or terminal unattended while completing the nomination. If you must leave, close down the application or save your file in a secure personal storage device.
- Always end the session by closing down the application.
- Clear your browser's cache and close down your browser.
- When you print your application summary, be certain to collect all copies from the printer and keep it in a safe place. Shred any copies that you do not need.

We invite you to learn more about Ontario's privacy and online practices.

Please click on the "I agree" button to indicate that you have read and accept this declaration.

If you indicate that you "disagree" you will not be able to proceed with the online nomination.

5 → I Agree I Disagree

CONTACT US | HELP | ACCESSIBILITY | PRIVACY | IMPORTANT NOTICES | © 2014/15 ONTARIO GOVERNMENT

6. To upload your form, click on “**Browse for Form**”. A pop-up window will open.
7. Click on “**Choose File**” and search for the saved file on your computer.
8. Click on “**Add**” to attach your form.

Ontario
MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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> Active Citizenship > Honours and Awards > e-Filing >

Before you submit your nomination, please ensure you have:

- A current and valid PDF form. For list of current and valid PDFs, see our Medal and Recognition Program Nomination/Application Forms section.
- Completed all the necessary fields in the form - fields marked with an asterisk (*) are mandatory.
- Attached all the necessary supporting documents in your form.

SUBMIT YOUR FORM

- How do I submit a form?
- Technical Issues or Need Help?

SUBMIT YOUR FORM

File Name: * **Browse for Form** ← 6

File Type:

Size (KB):

HOW TO SUBMIT YOUR FORM

To submit your form:

- Click on the "Browse for Form" button.
- Click on "Browse..." or "Choose File". Select the file from your computer or local storage.
- Click on "Add"
- Click on "Submit"

NOTE: Depending on your computer and internet speed, this may take a few minutes. Once you receive a confirmation message, providing you with a case number.

TECHNICAL ISSUES OR NEED HELP?

If you are having technical issues or need help, contact the Ontario Honours and Awards Secretariat:

E-mail: ontariohonoursandawards@ontario.ca

Telephone: 416-314-7526
Toll-free: 1-877-832-8622
TTY: 416-327-2391

Add Attachment

Please select a file:

File Name: Choose File | ← 7

8 →

9. Click on “**submit**” to submit your form. It may take a few moments for the form to upload.

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MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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SUBMIT YOUR FORM

- How do I submit a form?
- Technical Issues or Need Help?

SUBMIT YOUR FORM

File Name: * TEST SOTY 0210E (1) Browse for Form

File Type: pdf

Size (KB): 2321

Submit

HOW TO SUBMIT YOUR FORM

To submit your form:

- Click on the "Browse for Form" button.
- Click on "Browse..." or "Choose File". Select the file from your computer or local storage device and click "Open".
- Click on "Add"
- Click on "Submit"

NOTE: Depending on your computer and internet speed, this may take a few minutes. Once you have successfully submitted the form, you will receive a confirmation message, providing you with a case number.

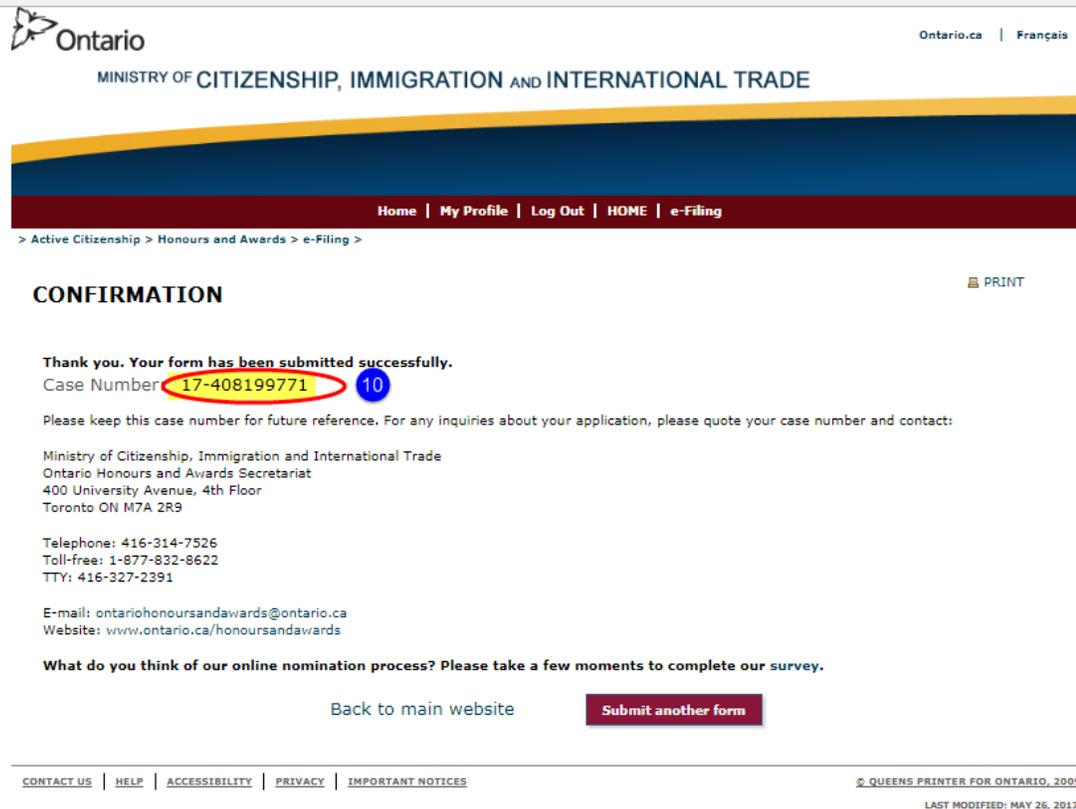
TECHNICAL ISSUES OR NEED HELP?

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E-mail: ontariohonoursandawards@ontario.ca

Telephone: 416-314-7526
Toll-free: 1-877-832-8622
TTY: 416-327-2391

10. Once the form has been submitted successfully, you will receive a **confirmation with a case number**. Please quote this number if you have any questions about your submission.



The screenshot shows the Ontario government website for the Ministry of Citizenship, Immigration and International Trade. The page is titled "CONFIRMATION" and features a yellow and blue header. The main content area is white with a dark red navigation bar. The confirmation message states: "Thank you. Your form has been submitted successfully. Case Number 17-408199771 10". The case number "17-408199771" is circled in red, and the number "10" is in a blue circle. Below the case number, there is a "PRINT" button. The page also includes contact information for the Ontario Honours and Awards Secretariat, including telephone, toll-free, and TTY numbers, as well as an email address and website. At the bottom, there are links for "CONTACT US", "HELP", "ACCESSIBILITY", "PRIVACY", and "IMPORTANT NOTICES", along with a copyright notice for the Queen's Printer for Ontario, 2009, and a date of last modification: MAY 26, 2017.

NEED SUPPORT?

If you have question about your nomination or require technical support, please contact one of our staff members at the Volunteer Recognition Unit:

Telephone: 437 247-6234
437 247-1327
416 201-1538

Toll Free: 1 877 832-8622

Email: OntarioVolunteerServiceAwards@ontario.ca