



PURPOSE

The Order of British Columbia was established by statute on April 21, 1989, to recognize persons from diverse backgrounds who have served with the greatest distinction and excelled in any field of endeavour benefiting the people of British Columbia or elsewhere. The Order represents the highest form of recognition the Province can extend to its citizens. The Order is bestowed on the most outstanding British Columbians possessing the above qualifications.

WHO IS ELIGIBLE?

Nominees must be:

- Residents or former long-term residents of British Columbia. They do not need to be a Canadian citizen.
- Living persons at the time of the nomination.
- A person may not be appointed to the Order posthumously unless the Advisory Council recommends the appointment to the Lieutenant-Governor-in-Council before the person's death.

Nominations will not be accepted if they are:

- Self-nominated.
- Elected federal, provincial, municipal representatives who are still holding office.
- For groups or organizations.

The Order is not awarded for acts of bravery.

HOW ARE RECIPIENTS SELECTED?

All nominations are considered by an independent Advisory Council that recommends the most outstanding nominees to the Lieutenant Governor-in-Council.

WHEN IS THE INSIGNIA PRESENTED?

Once a year, the Lieutenant Governor of British Columbia honours those chosen for appointment to the Order at an investiture ceremony. Appointees are presented with the Order of British Columbia insignia and receive a certificate and a lapel pin.

The information on this form is collected under the authority of the *Provincial Symbols and Honours Act* [RSBC 1996 c.380] and Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Order of British Columbia. By submitting this form you are confirming that the individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at (250) 387-1616 or by e-mail at bchonoursandawards@gov.bc.ca. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

HOW DO I MAKE A NOMINATION?

Each nomination must include the following:

- A completed and signed nomination form.
- A brief summary indicating the reasons you believe your nominee is a worthy candidate (40 words maximum).
- A detailed description of the nominee’s achievements including background/history of the nominee (500 words maximum).
- A minimum of **two (2) signed** testimonials from two (2) separate individuals other than the nominator, who have direct knowledge of the value and impact of the nominee’s achievement and who support the nomination. The letters must be signed by the testimonial writer and include contact information (address, telephone number and email). An electronic signature or scanned copy of the signed letters will be accepted.
- Additional material such as supplementary testimonials, publications, media stories, etc., is optional. If you want to send books, cd’s or DVD’s, please send only a scanned copy of the cover or any information relevant to the nomination.
- All materials submitted become part of the nomination and thus become the property of the Honours and Awards Secretariat and will not be returned. Do not send originals of important or official documents or photographs as they will not be returned. All materials we receive will be kept confidential but may be disclosed to the nominee if requested. We reserve the right to limit the amount of supporting documentation accepted.

The deadline for nominations is the **first Friday in March** of each year and the nominee must be eligible as of that date. Eligible nominations received after the deadline will be considered in the following year.

COMPLETED FORMS: Send forms and any additional materials by email to bchonoursandawards@gov.bc.ca.

Should you wish to submit by hard copy, you can do so by mail or courier. Note: you only need to submit once, do not submit both electronically and by mail.

MAIL:

Honours and Awards Secretariat
P.O. Box 9422 STN PROV GOVT,
Victoria, British Columbia V8W 9V1

COURIER:

2nd Fl., 620 Superior Street,
Victoria, British Columbia V8V 1V2

TO CONTACT US:

Telephone: 250.387.1616
Email: bchonoursandawards@gov.bc.ca
Website: orderofbc.gov.bc.ca

Your comments regarding the form and process are welcome. Please email your comments directly to us.

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Nominee Information

PREFIX/SALUTATION FIRST NAME

LAST NAME *(include post-nominals where applicable)*

ORGANIZATION

POSITION/TITLE

ADDRESS TYPE: HOME

BUSINESS

UNIT

STREET NUMBER

STREET NAME

CITY/TOWN

PROVINCE

POSTAL CODE

HOME TELEPHONE

BUSINESS TELEPHONE (9-5)

MOBILE TELEPHONE

EMAIL

DATE OF BIRTH* (YYYY/MM/DD)

*If you don't know your nominee's year of birth, please enter 0000.

MY NOMINEE'S FIELD OF ENDEAVOUR (PLEASE CHOOSE THE MOST RELEVANT FIELD OF ENDEAVOR)

ARTS/CULTURE

INDIGENOUS RECONCILIATION

PUBLIC SERVICE

BUSINESS

INDUSTRY

SCIENCE/TECHNOLOGY

COMMUNICATIONS/MEDIA

LABOUR

SPORTS AND RECREATION

COMMUNITY LEADERSHIP

PROFESSIONS AND OTHER

VOLUNTEER SERVICE

EDUCATION

OCCUPATIONS

OTHER

ENVIRONMENT / CONSERVATION

Brief Summary (40 words)

Provide one or two sentences outlining the reasons you believe your nominee is a worthy candidate.

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Achievement Description (500 words maximum)

Provide a detailed description of your nominee's achievements. This includes background information/history, achievements and the results they have had in the community, province or country. Note - this is on what the Advisory Council will base their evaluation. If this field is *not* complete (i.e. indicates "see attached CV"), your submission will be rejected. Tell us what you know and what you think is particularly noteworthy about your nominee's service and achievements. You can include:

- Examples of how they have demonstrated outstanding qualities.
- What they have done to make things better for others.
- What they have done that sets them apart.
- The role(s) or area(s) in which they have excelled.
- How well they're known outside of British Columbia or Canada for their contributions.
- How their contribution has been sustained over a number of years.
- Evidence of other awards or recognition received by the nominee.

The statement should be typed and should not exceed one page (maximum 500 words). You can also access our document "[How to Write a Compelling Nomination](#)".

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Testimonial Writers

TESTIMONIAL WRITER 1 - INCLUDE THE SIGNED WRITTEN TESTIMONIAL WITH THIS NOMINATION FORM.

PREFIX/SALUTATION FIRST NAME LAST NAME *(include post-nominals where applicable)*

ORGANIZATION POSITION/TITLE

HOME TELEPHONE BUSINESS TELEPHONE (9-5) MOBILE TELEPHONE

EMAIL

TESTIMONIAL WRITER 2 - INCLUDE THE SIGNED WRITTEN TESTIMONIAL WITH THIS NOMINATION FORM.

PREFIX/SALUTATION FIRST NAME LAST NAME *(include post-nominals where applicable)*

ORGANIZATION POSITION/TITLE

HOME TELEPHONE BUSINESS TELEPHONE (9-5) MOBILE TELEPHONE

EMAIL

The onus is on the nominator to ensure the nomination is complete. The nomination will not be considered until two testimonials, from two additional persons who can attest to the value and impact of the nominee's achievements, have been received. All materials submitted become part of the nomination and thus become the property of the Honours and Awards Secretariat and will not be returned. Please, do not send in C.V.'s, multiple copies or bound versions. Do not send originals of important or official documents or photographs, as they will not be returned. All materials we receive will be kept confidential but may be disclosed to the nominee if requested. We reserve the right to limit the amount of supporting documentation accepted.

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Nominator Information

PREFIX/SALUTATION FIRST NAME LAST NAME *(include post-nominals where applicable)*

ORGANIZATION POSITION/TITLE

ADDRESS TYPE: HOME BUSINESS

UNIT STREET NUMBER STREET NAME

CITY/TOWN PROVINCE POSTAL CODE

HOME TELEPHONE BUSINESS TELEPHONE (9-5) MOBILE TELEPHONE

EMAIL

PREFERRED METHOD OF COMMUNICATION EMAIL TELEPHONE CANADA POST

Submitting Your Completed Application

Please review and acknowledge the following. The completed nomination form signed, testimonial letters, and any supporting material must be submitted electronically as one package by email to the Honours and Awards Secretariat at bchonoursandawards@gov.bc.ca. Note that supporters may be contacted to validate their testimonials.

- The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours and Awards Secretariat.
 - All questions about the nominee have been answered.
 - Two people or organizations have been identified for testimonial letters – testimonial letters must be signed.
 - The Freedom of Information requirements as specified are understood.
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ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Feedback

Finally, to better understand our stakeholders, please answer the following questions:

1. HOW DID YOU HEAR ABOUT THE ORDER OF BRITISH COLUMBIA?

2. WHAT PROMPTED YOU TO NOMINATE?

EVENT OR PUBLIC FORUM

SOCIAL MEDIA

WEBSITE

WORD OF MOUTH

NEWS MEDIA

3. HOW LONG HAVE YOU KNOWN YOUR NOMINEE AND WHAT IS YOUR RELATIONSHIP?

Declaration

The B.C. government is committed to ensuring the privacy of your personal information. The information on this form is collected under the authority of the *Provincial Symbols and Honours Act* [RSBC 1996 c.380] and Section 26(c) and 27(1) (c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Order of British Columbia. By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form. If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at (250) 387-1616 or by e-mail at bchonoursandawards@gov.bc.ca. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

I HEREBY DECLARE THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE IN EVERY RESPECT. I UNDERSTAND THAT THE NOMINEE WOULD BE DENIED MEMBERSHIP IN THE ORDER IF THE INFORMATION IS FOUND TO BE INACCURATE FOR ANY REASON.

NOMINATOR SIGNATURE*

DATE

* Electronic Signatures:

- Windows: Open the PDF in Adobe Reader and click the “Fill & Sign” button in the right pane
- Mac: Open the PDF in Preview, click the Toolbox button, then click “Sign”
- iPhone and iPad: Open the PDF attachment in Mail, then click “Markup and Reply” to sign

Nominators may submit this form directly from their own email address in lieu of signing or applying an electronic signature.

Email Form