



TO: Groups, Organizations, and Institutions in the English-speaking Community of the Québec and Chaudière-Appalaches Regions

RE: **Moe & Regina Rosenhek Volunteer Award**

Created in 1998, the *Moe & Regina & Regina Rosenhek Volunteer Award* recognizes the exemplary volunteer contributions of individuals from the English-speaking community in the Greater Québec and Chaudière-Appalaches regions.

In 1998, VEQ Foundation created a special fund for the *Moe & Regina Rosenhek Volunteer Award*. In 2004, the Citadel Foundation assumed responsibility for this award. Donations to this fund are earmarked specifically for the award. The capital is invested and the interest is used annually for the *Moe & Regina Rosenhek Award*. Recipients of the award are recognized at the Annual General Assembly of Citadel Foundation, commemorating their contributions to the community and Citadel Foundation makes a donation to the recipient's choice of a charity.

The vitality of our community and its institutions are greatly enhanced by the generosity of volunteers. What more appropriate moment to celebrate those who invest in our community? We hope that you will give serious thought to nominating a volunteer for this award. We also encourage anyone who submitted nominations last year to submit again this year. There were some very strong candidates last year and it was a difficult to choose just one. Enclosed you will find the necessary documents to nominate a volunteer.

The award will be presented at the Citadel Foundation's annual dinner in May.

Thank you for your consideration in this matter and we look forward to receiving your nominations. If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Boden".

Michael Boden
Executive Director

Encl: Nomination Guidelines
Nomination Form
Nominee's Profile Form

Nomination Guidelines

Objectives:

The *Moe & Regina Rosenhek Volunteer Award* was created in order to commemorate their significant contributions to the English-speaking community of the Greater Québec City region. This annual award recognizes the exemplary volunteerism of an individual in our community. The recipient of the award is recognized at the Annual General Assembly of Citadel Foundation and through the Moe & Regina Rosenhek Fund, commits to making a contribution to the charity of the recipient's choice.

Criteria:

The following criteria will be used to determine the recipient of the *Moe & Regina Rosenhek Volunteer Award*:

- ✓ Accomplishments;
- ✓ Level of involvement in the community;
- ✓ Peer references.

PLEASE NOTE THE FOLLOWING RESTRICTIONS:

- No posthumous nominations will be considered.
- No nominations for a collective or corporate body will be considered, as the award focuses on the recognition of an individual.

Guidelines:

See included: Nomination Form
 Nominee's Profile Form

- Any individual or organization within the Greater Québec and Chaudière-Appalaches region may nominate a volunteer who has contributed toward the vitality of the English-speaking community of the region.
- Please print this form and complete the required information. The Nomination Form must include two supporting signatures.
- The completed Candidate's Profile Form is required, listing the volunteer's past and present community involvement.
- **Please include a brief cover letter indicating the reasons why you are nominating the candidate.**
- Please ensure that the Citadel Foundation receives the Nomination Forms on or before April 15, following which they will not be considered.

MOE & REGINA ROSENHEK VOLUNTEER AWARD

Nomination Form

Name of Nominee:

Last Name: _____ First Name: _____

Address: _____

Phone: _____ E-mail: _____

Name of Nominating Individual / Organization:

Last Name: _____ First Name: _____

Organization: _____

Address: _____

Phone: _____ E-mail: _____

Signature of Nominating Individual /
Organization Representative: _____

The following signatories second the nomination of the aforementioned candidate for the *Moe & Regina Rosenhek Volunteer Award*.

Name (Please Print)

Signature

Name (Please Print)

Signature

MOE & REGINA ROSENHEK VOLUNTEER AWARD

Nominee's Profile Form

Name of Nominee:

Last Name: _____ First Name: _____

Address: _____

Phone: _____ E-mail: _____

Community Involvement / Responsibilities:

a) Present Activities: _____

b) Past Activities: _____
