



## BCRPA Award Nomination Reference Guide for BCRPA Honourary Life Membership

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BC Recreation and Parks Association is pleased to host an annual Awards program that recognizes outstanding programs, facilities, parks, and dedicated individuals whose ideas, innovation, and services make an impact in the recreation and parks sector.

Honourary Life Memberships are a special distinction conferred by BCRPA's Board of Directors upon Members who have made outstanding contributions to the recreation and parks sector.

Honourary Life membership is a meaningful recognition bestowed sparingly and only to those persons who have made significant contributions to the BCRPA and/or the sector. Honourary Life membership status is awarded for the lifetime of the individual.

### [About the Nomination Application:](#)

Collecting information for the Honourary Life Membership nomination may take some time and completing the online nomination form may take up to 2 hours.

### **Prior to starting the online nomination form, we recommend the following:**

- Assign someone familiar with the nominee to take the lead on the application.
- Collect all the information listed in the **“Additional information for the Nomination Application”** section **on page 2**.
- Review the **Nomination Questions on page 3** and prepare and save your answers for copy and paste into the online nomination form.

**Note:** You will be able to save your progress and return to the nomination form at a later time. If you lose the URL link or need to make an edit to your nomination, please contact Felicitas Lutz, Partnerships and Events Coordinator, [by email](#).

**The deadline for nominations is: 11:59 PM, March 4, 2024.**

### [Eligibility Requirements:](#)

Honourary Life members are appointed on the basis of the following criteria:

- For individuals only – whether they be practitioner, academic, volunteer or staff person
- Individual need not be a current member of BCRPA
- Should be retired from all official posts
- Longstanding, sustained and exceptional service and impact in the parks and recreation sector
- Outstanding contribution that required substantial and commendable personal input



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### [Additional information for the Nomination Application](#)

In addition to the questions asked below, you will be asked to provide:

- The Nominee's contact information, BCRPA Membership status, and employment status**
- Contact information and BCRPA Membership status of both Nominators (Two nominators)
- One Letter of Support from each of the two Nominators** (total of 2 Letters of Support). Each file must be a PDF and should not exceed 2 pages. Files should not be larger than 2 MBs.
- Up to 2 Letters of Support** from others who can attest to the candidate's merit for this award. Each file must be a PDF and should not exceed 2 pages. Files should not be larger than 2 MBs.
- Up to 2 supporting documents** you would like to be included as part of your nomination package (e.g. newspaper clippings, letters of support etc.) The file must be a PDF, PNG, TIFF, or JPEG (pdf, png, tiff, jpg or jpeg) and must not exceed 10 MBs.
- You will also be asked to complete an **application release form**, to be completed by the copyright holder. The form is integrated into the online nomination form.

**Submit your Honourary Life Membership nomination online at:**

<https://survey.alchemer.com/s3/7635975/2024-Honourary-Life-Member-Nomination-Form>

**If you have any questions**, please contact Felicitas Lutz, Partnerships and Events Coordinator, [by email](#).



## HONOURARY LIFE MEMBER NOMINATION QUESTIONS

Please use the questions below to tell the story of the nominee and to share with us why the nominee is deserving of recognition.

Please ensure that you answer all the questions completely. Point form is acceptable.

1. Please demonstrate the valuable and sustained contribution made by the nominee to the BCRPA and/or sector. We are seeking information on length of service, special contributions and their impact, and specific examples that warrant consideration of the nominee for this prestigious award.
2. Please add any other information you would like to have considered as part of your submission.
3. Please provide **a letter of support from the First Nominator.**
  - *The file must be a MS Word Doc or PDF document (.doc, .docx or .pdf) and must not be larger than 10 MB.*
4. Please provide **a letter of support from the Second Nominator.**
  - *The file must be a MS Word Doc or PDF document (.doc, .docx or .pdf) and must not be larger than 10 MB.*
5. Please provide **up to 2** letters of support from others who can attest to the candidate's merit for this award.
  - *The file must be a PDF document and must not exceed 2 pages. The file size must not be larger than 10 MB.*
6. Please provide **up to 2 additional supporting documents** you would like to be included as part of your nomination package (e.g. newspaper clippings, press releases, photos etc.)
  - *The file must be a PDF, PNG, TIFF, or JPEG (pdf, png, tiff, jpg or jpeg) and must not be larger than 10 MB.*