

## 2024 Site Champion Checklist

### September 12 – December 15

- Attend Site Champion meeting September 12, 1:30 pm - 2:30 pm, Microsoft Teams (prior to September 19 launch)
- Promote site recognition and Mission Awards at your site (e.g. emails, site presentations, and posters)
- Encourage team members to access all resources on [www.CovenantMissionAwards.com](http://www.CovenantMissionAwards.com)
- Answer questions about the nomination forms and how to write a strong nomination.
- Attend Site Champion #2 meeting, November 16, 9:00 am – 10:00 am, Microsoft Teams
- Receive nominations (deadline December 15). Check nominations are complete with appropriate signatures, photos and consent forms.
- Plan site adjudication process.
  - Set adjudication date
  - Select/invite adjudicators

### December 17- January 31

- Compile nominations for your site and determine if adjudication is necessary if more than one nomination received per value.
- Support/participate in site adjudication process (if necessary).
- Submit up to 6 nomination packages (1 per value) by **January 31** to [MissionAwards@covenanthealth.ca](mailto:MissionAwards@covenanthealth.ca). Ensure nominations are complete with:
  - Nominee Signature
  - Nominator Signature
  - Photos
  - Photo consent forms labeled to identify which photo it belongs to
- Work with Site Administrator/Senior Operating Officer to set a date for site recognition event or announcement of nominees going forward to Mission Awards

### February 1 – March 4

- Site Recognition event or site announcement of nominations going forward to Mission Awards
- Covenant Nominee Announcement March 4. Ensure nominees/nominators see the announcement and profiles on [Covenant Mission Awards](http://CovenantMissionAwards) website.

### March 4 - April

- Post nominee poster at your site. Poster will be delivered to Site Champion's attention (Size: 23.5" x 35.5")
- Attend Site Champion #3 meeting, (date TBD, Microsoft Teams)
- Plan site viewing party with your Site Administrator/Senior Operating Officer for 2024 Mission Awards online celebration. Advise Mission & Spirituality office of the nominees who will be joining live celebration.
- Distribute nominee certificates.

## Important dates

Date	Event/Meeting
September 12, 2023, 1:30 pm – 2:30 pm	Site Champion meeting #1
September 19, 2023	Launch
November 16, 2023, 9:00 am, - 10:00 am	Site Champion meeting #2
December 15, 2023	Nomination deadline
January 31, 2024	Administration deadline
March 4, 2024	Nomination announcement
March TBD	Site Champion Meeting #3
TBD	Mission Awards

## Resources

### Nomination Information

- [Sample individual nomination](#)
- [Sample team nomination](#)
- [How to write a strong Mission Awards nomination](#)
- [Photography guidelines](#)
- [Photo consent form](#)

### Tip Sheets

- [How to recognize those who live our mission and values all year long](#)
- [Suggestions for Site Recognition events](#)

### Mission Awards Scoring Rubrics

- [Collaboration Rubric](#)
- [Compassion Rubric](#)
- [Integrity Rubric](#)
- [Respect Rubric](#)
- [Social Justice Rubric](#)
- [Stewardship Rubric](#)

For more detailed information visit [www.covenantmissionawards.com](http://www.covenantmissionawards.com)

## Contacts

**Sariah Jacob-Scaria**  
Project Coordinator  
[sariah.jacob-scaria@covenanthealth.ca](mailto:sariah.jacob-scaria@covenanthealth.ca)

**Rasheal Charles**  
Corporate Director, Mission, Spirituality  
[rasheal.charles@covenanthealth.ca](mailto:rasheal.charles@covenanthealth.ca)