

2024 Checklist for Mission Award Nominators

October 1 – 31 - BRAINSTORM

- Identify who you might like to nominate for a Mission Award this year. Visit www.covenantmissionawards.com to read more about each Award value:

	Value	Name of potential nominee
<input type="checkbox"/>	Compassion	
<input type="checkbox"/>	Respect	
<input type="checkbox"/>	Collaboration	
<input type="checkbox"/>	Social justice	
<input type="checkbox"/>	Integrity	
<input type="checkbox"/>	Stewardship	

- Jot down initial ideas about why that person/team deserves the nomination. Include any stories or examples of what they have done.

- Speak with your manager and/or the nominee's manager and/or other colleagues to see if they have stories about your nominee demonstrating that value, which can support your nomination. Ask them to send to you feedback by end of October. Who can you speak to?

November 1 – 30 – WRITE THE NOMINATION

- Compile the reflections from the managers and colleagues you talked to October.
- Review them to identify the strongest parts for your nomination. *****Remember, concrete examples of behaviour that demonstrate the value makes the nomination a real contender.***
- Seek data that can support your nomination.

Are there metrics that can be identified? For example, quantity of resources someone saved from the landfill, number and description of groups brought together in collaboration, etc. What data might you incorporate?

- Review the two sample nominations that are strong examples: [Sample individual nomination](#); [Sample team nomination](#)
- Write your nomination using the [correct form](#)
- Your nominee will need to accept your nomination and sign the form. Gather a number of photos from them this month and get [consent forms](#) signed. Please refer to [photo guidelines](#) for more information..
- If you would like feedback on your nomination or have any questions, contact your [Site Champion](#).

December 1 – 15 – REVIEW AND SUBMIT NOMINATION

- Please submit your site nomination to your designated Site Champion by **December 15**. You can find a list of Site Champions on the [Mission Awards website](#). For corporate or multi-site nominations, please send them to missionawards@covenanthealth.ca.
- Ensure the entire package is together and includes:
 - Nominee signature on the form
 - Nominator signature on the form
 - 2-3 photos (with at least one of nominee at work)
 - Photo consent form completed by the nominee
 - Photo consent forms completed by everyone in the photos (please indicate which photo the form is for)

If you followed the steps, congratulations on completing a strong nomination for the Mission Awards!