



## Queen Elizabeths II's Platinum Jubilee Medal (Alberta)

in Partnership with

**Special Olympics**  
Alberta



### Nomination Information Package

#### Eligibility and Criteria

The Queen Elizabeth II's Platinum Jubilee Medal (Alberta) was created to mark the 70<sup>th</sup> anniversary of Her Majesty's Accession to the Throne as Queen of Canada. To celebrate this historic event, the Medal program recognizes outstanding service from Albertans who, like The Queen, have dedicated themselves to family, community and country.

To be eligible for the Medal program, nominees must meet the following criteria:

- Be a Canadian citizen or permanent resident in Canada;
- Living as of February 6, 2022; and
- Have demonstrated contributions to the Special Olympics movement in Alberta, a particular region of Alberta, or community.

With this criteria, recipients should be:

- Leaders in their community; and
- Have made a significant impact on the local level.

#### Seeking Nominations

It is important that our nomination process is fair and transparent. As such, the following guidelines will be applied to the nomination process:

- Set a clear deadline for nominations;
- State the aim of the Medal and its criteria;
- Explain how to submit nominations

- List the candidate information that will be required
- The nomination process must remain confidential. Nominees should not be informed that their names have been submitted for consideration unless they are a Medal recipient;
- Self-nominations are not permitted;
- Nominations will only be accepted for individuals, not groups or couples; and
- Individuals such as mayors & reeves, MLSs, heads of major universities and colleges and all members of the Alberta Order of Excellence are designated recipients of the Medal and shall not be accepted as nominees.

### **Submitting Nominations**

Nominations will be accepted between Friday, September 23, 2022 to Monday, October 17<sup>th</sup>, 2022. Nominations MUST be received by 4:00pm on Monday, October 17<sup>th</sup>, 2022.

Nominations can be submitted in any format (written, audio/visual, etc.) but must include:

1. Full name of nominee, including salutation (Mr., Ms., Mx., etc.);
2. Contact information for the nominee;
3. Full name of the person submitting the nomination;
4. Contact information for the person submitting the nomination; and
5. Explanation of the significant contributions the nominee has made **to the Special Olympics movement in Alberta**. Please provide as much detail, including examples, as you are able to, to allow the selection committee to fully understand the full significance of their contributions.

Nominations should be submitted in confidence, to:

#### **Sue Gilchrist, President & CEO**

Special Olympics Alberta

12122 68<sup>th</sup> Street

Edmonton, AB

T5B 1R1

Email: [sgilchrist@specialolympics.ab.ca](mailto:sgilchrist@specialolympics.ab.ca)

Phone: 1-800-444-2883 Ext. 1002

Nominations will be accepted by email or mail, but MUST be received by 4:00pm on Monday, October 17, 2022. There will be no exceptions, to protect the fairness and transparency of this process.

All nominations will receive a confirmation of acceptance from Sue Gilchrist. If you do not receive a confirmation within 24 hours of submission, please email [sgilchrist@specialolympics.ab.ca](mailto:sgilchrist@specialolympics.ab.ca).

### **Selecting Recipients**

Once we have received all nominations, they will be reviewed and considered by a selections committee, comprised of representatives from various levels or fields within Special Olympics Alberta.

When selecting final candidates, the selection committee will consider the following points:

- Committee members will not be appointed until the nomination period is over, to ensure they have not themselves been nominated or have nominated someone else.
- Care will be taken to avoid any perception of conflict of interest. Members will be required to declare any existing relationships of significance they may have with nominees (i.e., spouse, partner, family members, political associates, or close friends);
- Committee member names will not be announced prior to nominee selection to prevent direct lobbying for individuals;
- The selection process should be guided by the Medal program criteria, ensuring those selected are the most deserving and representative of the demography of Special Olympics Alberta in terms of gender, ethnic background, geographical distribution, or field of endeavor, and so on;
- Alternate recipients, in order of priority, should be selected, should primary candidates be removed from the list due to duplication or ineligibility from the Jubilee Medal Office;
- The Jubilee Medal Office will review and confirm all Special Olympics Alberta nominations prior to Medals and certificates; and
- Candidates will NOT be informed until confirmation that Medals will be awarded, from the Jubilee Medal Office, is received.

### **Presentation Ceremony**

The presentation ceremony will be held in late November at a location to be determined in Edmonton, AB. Medals will be presented in a dignified manner that provides visibility to recipients and honours their achievements. The presentation ceremony will be open to members of the public, however RSVP's will be required. More information will be provided closer to the event.

Once the Jubilee Medal Office has endorsed our selected candidates, Medals and certificates have been received:

- Recipients of the award will be notified;
- Once all the recipients are informed, Special Olympics Alberta will make a public announcement that lists the names of all recipients;
- Invitations will be sent to the recipients for the presentation ceremony to highlight the recipients' achievements, as well as The Queen's Platinum Jubilee and the Medal program.