

# REFERENCE GUIDE

## Introduction

Passion, dedication and a commitment to community are the driving forces behind the volunteers who receive the Sovereign's Medal for Volunteers (SMVol).

The medal recognizes the exceptional volunteer achievements of individuals in a wide range of fields and pays tribute to their dedication and commitment as volunteers, who bring benefit or honour to Canadians or Canada. They embody the caring country we aspire to build.

Tell us about a friend, co-worker or member of your community who inspires you and deserves to be recognized.

## Reference questions

Please explain why the nominee should be considered for the Sovereign's Medal for Volunteers based on three basic eligibility criteria—that their work be unpaid, sustained and have made a significant contribution to a community—by answering the questions below. The information you provide should include specific and concrete examples to illustrate how the nominee meets all three criteria. An example can be found on pages five and six.

### **Nominee Identification:**

What is the Full Name of the nominee?

### **Questions for References:**

1. What is the candidate's paid occupation, or if retired, their former paid occupation and year of retirement?
2. What are the names of the organizations that the candidate has volunteered with?
3. During which years was the candidate active with each volunteer organization?

4. What are the candidate's specific volunteer tasks, duties or responsibilities?
5. How has the nominee's volunteer work impacted their community?
6. How much time has the nominee devoted to volunteering with each organization per week, month or year?
7. What is your relation to the nominee? Have you volunteered with them in any capacity?

## EXAMPLE OF A REFERENCE

Full Name of Nominee: **John Doe**

### Questions

1. **What is the candidate's paid occupation (or if retired, their former paid occupation)?**

Information Technology Research Analyst Statistics Canada (retired 2003)

2. **What are the names of the organizations that the candidate has volunteered with?**

- Ottawa Food Bank
- Our Children Our Future — family resources, Ottawa
- Animal Welfare Fund, Gatineau

3. **During which years was the candidate active with each volunteer organization?**

- Ottawa Food Bank (2001 to 2017)
- Our Children Our Future — family resources (2020 to Present)
- Animal Welfare Fund (2019 to Present)

4. **What are the candidate's specific volunteer tasks, duties or responsibilities?**

- Ottawa Food Bank: Assists in the management and general administration of the warehouse, including maintenance projects.
- Our Children Our Future — family resources: Plans and executes the organizations main annual fundraising event. Duties include promoting the event, recruiting volunteers, managing various teams and providing communications support.
- Animal Welfare Fund: Assists animals in need by visiting shelters on a daily basis to perform tasks such as cleaning of facilities, feeding and providing administrative support.

**5. How has the nominee's volunteer work impacted their community?**

- Through the Food Bank program, the nominee has helped provide nutritional support to over 5,000 households in Ottawa through the donation and delivery of food.
- Through the Family Resource Centre, the nominee has helped ensure a brighter future for children by providing resources and time to create and sustain educational spaces where children can thrive.
- Through the Animal Welfare program, the nominee has helped keep animals safe and healthy while they await adoption.

**6. How much time has the nominee devoted to volunteering with each organization per week, month or year?**

- The Food Bank program required a commitment of approximately three to four hours per week.
- The fundraising event planning required a commitment of approximately 50 hours yearly.
- The Animal Welfare program required a commitment of approximately 10 hours monthly.

**7. What is your relation to the nominee? Have you volunteered with them in any capacity?**

The nominee is a friend that I have known for 10 years. We met at the Ottawa Food Bank and have volunteered together since.