

**National Commissionaire & Supervisor of the Year**

**Nomination Form**

These awards are intended to recognize a Commissionaire and a Commissionaire Supervisor at the national level who have performed in an outstanding manner over the past year.

* The nominee must be a full or part-time Commissionaires employee with a minimum of one year’s service as a Commissionaire.
* The nominee must be recognized for outstanding performance as a Commissionaire or Commissionaire Supervisor during the past year of service.
* The nominee is preferably an active volunteer within the local or wider community.

**To nominate a commissionaire for either award, please fill out the below information about the commissionaire by 31 March 2023.**

**Specific Award**

* Commissionaire of the Year Award
* Commissionaire Supervisor of the Year Award

**Nominee Information:**

|  |  |
| --- | --- |
| Division |  |
| Nominee Title/Rank |  |
| First name, and initials |  |
| Last Name |  |
| Decorations |  |
| Position |  |
| Enrolment date |  |

|  |
| --- |
| **Background Information (10%)** - Describe the nominee’s history of performance excellence.  |
| **Performance (70%)** - Describe the achievements, outcomes, impacts on the workplace and performance excellence of the nominee over the past year that best demonstrate why the nominee is worthy of this award. |
|  |
| **Volunteer Activities (20%)** - Describe the nominee’s volunteer activities, whether related to the Corps or to any other organization. |

**Submitter Contact Information:**

Please provide contact information in case we have questions about your nomination.

|  |  |
| --- | --- |
| Full Name |  |
| Phone |  |
| Email Address |  |

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| **Statement by Division CEO**: |

**Signature of the Division CEO / Date**

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| --- |
| **Comments by Chair NHAC (if selected as one of the top three nominees)**: |

**Signature of the Division Chair NHAC / Date**

**Approved/Not Approved Signature of the National Chair / Date**

**For CNO use**:

|  |  |
| --- | --- |
| Recorded by National Registrar  | Date: |
| Forwarded to NHAC for Review | Date: |