



## The Lieutenant Governor of Nova Scotia Respectful Citizenship Award Criteria

1. The award recipient(s) must demonstrate leadership and a commitment to creating safe and inclusive spaces in schools and/or communities in Nova Scotia.
2. While academic achievement may be reviewed during the overall assessment of nominated candidates, it is not a principal factor.
3. Nominators may work in partnership with African & Mi'kmaq Student Support workers, Learning Centre teachers, and other staff to select individuals or teams.
4. One award will be presented to an individual student, and one award will be given to a team of students.
5. Team membership is limited to students. At this time, the award criteria do not support adult inclusion on nominated teams.

### Nomination Deadline

1. The deadline to submit application packages for the award is **March 12, 2024**.
2. The Nominator must submit completed application packages to the award committee. Packages that are missing forms, signatures, or letters will not be reviewed.
3. The Nominator must submit completed application packages to the award committee by mail, drop-off, email, or fax.
  - **Mail or Drop-Off:** Student Services & Equity Branch, 2021 Brunswick Street, PO Box 578, Halifax, Nova Scotia, B3J 2S9 (8:30 a.m. – 4:30 p.m.)
  - **Email:** [bani.khurana@novascotia.ca](mailto:bani.khurana@novascotia.ca)
  - **Fax:** (902) 424-0749
4. Due to the volume of nominations received, please submit application packages as early as possible. This will ensure packages are processed and forwarded to the award committee by the deadline.

### Nominations and Application Packages

Application packages must include the following information:

1. A nomination letter written by the Nominator that clearly states how the individual or team demonstrates leadership and a commitment to creating safe and inclusive spaces in schools and/or communities in Nova Scotia.



2. The Nominator filled out a nomination form. The form may be filled out electronically or by hand. Please print electronic forms and submit hard copies with the application package. All nomination forms must be signed by the Nominator.
3. The Nominator is responsible for ensuring that the nominated student(s) has signed the nomination form.
4. The Nominator is responsible for ensuring that a parent or guardian of the nominee(s) consents to the nomination. In addition, a parent or guardian must sign the acknowledgment on the nomination form stating that the name, school, grades, submission details, and a photograph of the award recipient(s) will be used in print and online award announcements.
5. In the event of a team nomination, all team members must complete separate nomination forms, sign the nomination form and receive consent from a parent or guardian.

### **Reference Letters**

1. In addition to a nomination letter written by the Nominator, each application package must include two (2) reference letters. The letters should discuss how the candidate(s) has promoted inclusion, equity, and respect within their school and community at large.
  - a. At least one (1) reference letter must be written by a teacher, school counselor or administrator.
  - b. One (1) reference letter may be written by a friend, family member, employer, member of an agency or community organization, or an individual who has been personally touched by the efforts of the candidate(s).
2. The Nominator can not submit a reference letter on behalf of the nominee(s).