

019 - OPLB Order of Friendship

The Board of the Ottawa Public Library (OPL) maintains the Order of Friendship to recognize exceptional volunteer contributions made to the OPL by individuals, groups, and / or institutions. Eligible contributions are those that help to improve the OPL's ability to deliver services to the community, furthering the OPL's mission.

Parameters for consideration include:

- Duration of volunteer contribution.
- Measurable impact and public benefit of contribution.
- Link to OPL Mission – to inspire learning, spark curiosity, and connect people.
- The work was completed as true volunteerism (neither part of their professional duties nor paid for contribution).

The Order of Friendship recipient(s) shall be recognized with a framed certificate and an official OPL engraved gift to the recipient(s). The Order of Friendship is a one-time achievement.

The CEO or designate shall solicit nominations from Trustees in April of the 2nd and 4th years of the term of the Board. Any member of the Board may nominate an individual, group, or organization for the Order of Friendship.

Nomination forms (Appendix A) will be distributed to Trustees and must be completed for each nominee; including details regarding how the nominee merits the award.

Nominations will be reviewed by an Ad hoc Working Group of the Board established to review nominations and provide a recommendation to the Board. The Board will award no more than one Order of Friendship every two years.

The decision to award the OPL Order of Friendship is through a vote by the OPL Board.

A presentation will be made to the Order of Friendship recipient(s) at a Board meeting in Q4 of the respective years.

Effective Date: December 11, 2018	Last Review Date: December 2018
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ORDER OF FRIENDSHIP NOMINATION FORM

Contact Information:

Trustee Name:	
Trustee Signature:	
Date:	

Agreement and Signature:

By submitting this nomination, I affirm that the facts set forth in it are true and complete. I understand that if I the nominee is chosen, any false statements, omissions, or other misrepresentations made by me on this form may result in a dismissal of the submission.

Nominee Name:	
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Contribution:

Summarize the nominee's contributions to OPL which merit the nomination. Please include references as well as any supporting documentation to help provide context.

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