

Individual Achievement Awards

The Canada Post Community Literacy Awards were established more than 16 years ago to discover and acknowledge the achievements of Canadians who have made a special effort or an important contribution to literacy. Today, the program continues to celebrate the achievements of both adult learners and those who have helped them learn to read and write.

By acknowledging their efforts, the Canada Post Community Literacy Awards encourage thousands of Canadians to improve their reading and writing skills, and inspire them to reach their personal literacy goals. For many, that means obtaining their Secondary School Diploma or General Educational Development (GED) in either of Canada's official languages. For others, it means reaching a level of reading and writing proficiency that allows them to more fully participate in the world around them.

Canada Post is proud to welcome Canwest Global Communications Corp. as Presenting Sponsor of the 2009 Canada Post Community Literacy Awards. Under the leadership of its President and CEO Leonard Asper, Canwest has demonstrated a strong and lasting commitment to literacy and learning through its broad range of programs. In addition to its support of the Community Literacy Awards, Canwest founded Raise-a-Reader, which has raised and distributed more than \$12 million in literacy funding to communities from coast-to-coast. Canada Post and Canwest have further aligned their literacy goals with the presentation of the 2009 Canwest Canspell National Spelling Bee, a program that celebrates the power of words.

Your invitation

You are invited to nominate a deserving individual from your hometown for a 2009 Canada Post Community Literacy Award. In this booklet, you'll find everything you need to make your nomination, including category description, eligibility and submission criteria, and a nomination form. For samples of past submissions, the latest Community Literacy Awards news and more, please visit our official website at www.canadapost.ca/literacyawards/w.

Prizes and awards

Prizes and awards are presented at special ceremonies that take place across the country in the fall. Each winner is invited to attend the ceremony nearest to his or her home to receive his or her award.

Winners in the Individual Achievement Award category will receive a cash award of \$300 and a framed, personalized Certificate of Achievement.

This award category represents a broad range of literacy accomplishments. We're now accepting nominations, so please use the form provided in this booklet to tell us about any individual whose efforts you believe deserve to be recognized and honoured.

the 2009
Canada Post
Community
Literacy
Awards

General eligibility

Nominees must be 18 years or older and hold Canadian citizenship, Landed Immigrant or Refugee status. Past winners are not eligible.

How to make a submission

The requirements for this Canada Post Community Literacy Award category are outlined in the pages that follow.

Submissions should be typed double-spaced on letter-sized (8.5" x 11") stationery, and should be no more than five pages long. Please pay close attention to the evaluation criteria and answer all the questions as fully as possible. Attach the completed nomination form from this booklet to the front of your submission.

Please note: Submissions without signed nomination forms will not be accepted.

Entries in the 2009 Canada Post Community Literacy Awards are judged solely on the content and quality of the written submissions. Please do not send books, videos or audiocassettes, CD-ROMs, or other such additional material. These will not be distributed to judges or returned.

Entries must be received in Ottawa by **midnight (EDT), Friday, May 22, 2009.**

Mail your submission to:

**2009 CANADA POST COMMUNITY LITERACY AWARDS
2701 RIVERSIDE DR SUITE N1081
OTTAWA ON K1A 0B1**

To guide you in preparing a submission, samples of successful submissions are available on the Community Literacy Awards website at www.canadapost.ca/literacyawards/w.

Important dates to remember

Nominations for the 2009 Canada Post Community Literacy Awards will be accepted until May 22, 2009. For a list of finalists, please visit the Community Literacy Awards website after July 21, 2009. Winners will be announced in early September and the award ceremonies will be held throughout September and October.

Award Criteria

This award category is for adults who have faced challenges in life because they were not able to read or write well in either of Canada's official languages (English or French). They have taken steps to improve their reading and writing skills, and this has helped them to better their lives.

Up to 26 of these awards may be presented, one for an English-speaking person and one for a French-speaking person in each Canadian province and territory.

Am I allowed to enter?

To enter, you must:

- have improved your reading and writing skills in your first language of English or French, or improved your English or French literacy skills when they have been learned as a second language (ESL or FSL);
- have joined a recognized adult literacy or ESL/FSL program such as a workplace, community or LINC program. Programs beyond the Secondary School Diploma and General Educational Development (GED), or their equivalents, do not qualify; and
- have not won this award before.

Can someone help me write my entry?

You can receive help to complete your entry, but the story should be told from your own point of view. If someone else nominates you for this award and writes your story on your behalf, you must give them your permission and sign the nomination form.

What points should my story address?

You can use the following points as a guideline to tell your personal success story:

- What was your life like before you improved your ability to read and write? Describe some of the problems and challenges you faced because of your difficulty with reading or writing. **Include the highest level of education grade you completed in your description.**
- What made you decide to improve your reading and writing skills, and what led you to join an adult literacy or ESL/FSL program? Briefly describe the program and **be sure to include the name of the program.**
- Describe what it was like to learn to read and write. How did the teachers and tutors help you? Tell us about your experiences, both positive and negative, and any sacrifices you had to make while attending classes.
- How has learning to read and write changed your life? What things do you enjoy doing now that you could not do before? Describe how improving your reading and writing skills has helped you do things for yourself, your family or your community.

Making a nomination

Nominating is easy. Simply follow these seven steps:

1. Please read and ensure that you understand the Awards Rules below.
2. Use the nomination form on the next page. The form may be photocopied for additional nominations.
3. Print clearly and complete all the information requested in the Nominee section of the form.
4. If you are nominating a person other than yourself, please complete the information in the Nominator section of the form.
5. **If the nomination form is completed on behalf of the nominee, he or she must give permission for the entry and must sign the form.**
6. Please limit your entry to a maximum of five typed, letter-sized pages, plus the nomination form on the next page. **Don't forget to complete and sign the nomination form.**
7. Mail your submission to:

**2009 CANADA POST COMMUNITY LITERACY AWARDS
2701 RIVERSIDE DR SUITE N1081
OTTAWA ON K1A 0B1**

Entries must be received in Ottawa by **midnight (EDT), Friday, May 22, 2009.**

Awards Rules

- A completed and signed nomination form must accompany each submission. **Submissions without a signed nomination form will not be accepted.**
- Judges will evaluate all submissions that meet the requirements outlined in each award description. Entries are judged solely on the content and quality of the written submission. Do not send books, video or audiocassettes, CD-ROMs, or other such additional material, with your submission. Judges' decisions are final.
- Winners agree to accept the awards as presented and must sign a Waiver and Consent Form.
- All submissions, including support materials, become the property of the 2009 Canada Post Community Literacy Awards Committee, and will not be returned.
- The 2009 Canada Post Community Literacy Awards Committee may publish or publicize information contained in any submission without compensation to the nominators or the nominees.
- By signing the nomination form, nominators and nominees agree to these rules.

Nomination form

Award Category

Check the award category for this submission. Only one category may be selected.

Individual Achievement Educator

Nominee Information

Print clearly and sign below.

Name of Nominee

Mailing Address

City/Town

Province

Postal Code

Telephone

Fax

Email

Contact Person (if other than the nominee)

Telephone

Signature of Nominee*

Date*

Nominator Information

Complete this section if someone other than the nominee is making the nomination.

Name of Nominator

Nominator's Title (if applicable)

Organization (if applicable)

Mailing Address

City/Town

Province

Postal Code

Telephone

Fax

Email

Signature of Nominator*

Date*

***IMPORTANT: Submissions without signed nomination forms will not be accepted.**