



TOWN OF TOFIELD

POLICY AND PROCEDURE MANUAL

OPERATIONAL ADMINISTRATION

POLICY: CITIZENSHIP AWARD

Policy 2.14

POLICY

The Town of Tofield strongly supports the development of young people who take on leadership and volunteer roles within the community. This award intends to encourage students to become active participants and leaders in both their current and future communities. Therefore, there shall be a policy established for the awarding of the Town of Tofield Citizenship Award.

PROCEDURE

1. Eligible Recipients shall be graduating Grade 12 students intending to pursue post-secondary education and or other recognized career training in the year following graduation. The award may be "held over" for a maximum of one year in the event that the student postpones post-secondary enrollment for that length of time.
2. Criteria for the award is as follows:
 - Applicants for the award must submit an application form which indicates to what degree they have been involved in:
 - Volunteerism
 - Contributions to community (e.g. school, church, town, etc)
 - Leadership Roles (e.g. student government, youth groups, athletic teams, peer support, etc.)
 - Applications must be submitted to the Town of Tofield by June 1



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- Administration will number applications and submit to the Town of Tofield Council for approval and selection only if a suitable candidate is received.

- 3. Each Town of Tofield Councillor will review and choose their top three. The Council, in camera, shall compile the applications and select the successful applicant. This award may be divided between two students at the discretion of the Council.

- 4. The Award shall be \$1,000 payable to the institution of enrollment.

COUNCIL APPROVAL MOTION #21-08-15


MAYOR

DATE: August 10, 2015



CITIZENSHIP AWARD APPLICATION FORM

NAME: _____

ESSAY REQUIREMENT:

In two pages or less please provide a detailed description of your past and current community involvement and leadership experiences in Tofield. Include your plans for the future.

REFERENCES:

Please provide one letter of reference from an individual at arm's length to support your application for this Award. (i.e. not a family member)

DECLARATION OF APPLICANT:

I _____ agree to allow my name, address and study plans to be released publicly if I should receive this award.

DATE

SIGNATURE