

Making a nomination

Nominating is easy. Simply follow these seven steps:

1. Please read and ensure that you understand the Award Rules below.
2. Remove the nomination form on the next page of this booklet. 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 from this booklet. **Don't forget to complete and sign the nomination form.**
7. Mail your submission to:

**2011 CANADA POST COMMUNITY LITERACY AWARDS
2701 RIVERSIDE DR SUITE N0890
OTTAWA ON K1A 0B1**

Entries must be received in Ottawa by **midnight (EDT), Friday, June 3, 2011.**

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.
- Finalists and winners must meet a minimum score to qualify.
- 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 2011 Canada Post Community Literacy Awards Committee, and will not be returned.
- The 2011 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.