



TO: Groups, Organizations, and Institutions in the English-speaking Community of the Québec and Chaudière-Appalaches Regions

RE: Moe Rosenhek Volunteer Award

Created in 1998, the *Moe Rosenhek Volunteer Award* recognizes the exemplary volunteer contributions of individuals from the English-speaking community in the Greater Québec and Chaudière-Appalaches regions.

Mr. Moe Rosenhek was a founding member of the Voice of English-speaking Quebec's Board of Directors, on which he served until his death in 1997. Throughout his lifetime, his volunteer contributions to the English-speaking community, organizations and institutions were extensive. Not only did he devote a lot of time and energy to the Voice of English-speaking Québec, he was also very active with other organizations including the Beth Israel Ohev Sholem Synagogue, Greater Québec School Board, Holland Centre, Fifty Plus Club, Citadel Foundation, Missions to Seamen, and St. Brigid's Home.

In 1998, VEQ Foundation created a special fund for the *Moe Rosenhek Volunteer Award*. In 2004, the Citadel Foundation assumed responsibility for this award. Donations to this fund are earmarked specifically for the award. The capital is invested and the interest is used annually for the *Moe Rosenhek Award*. Recipients of the award are presented with a plaque commemorating their contributions to the community and the Citadel Foundation makes a donation to the recipient's choice of a charity.

The vitality of our community and its institutions are greatly enhanced by the generosity of volunteers. What more appropriate moment to celebrate those who invest in our community? We hope that you will give serious thought to **nominating a volunteer for this award**. We also encourage anyone who submitted nominations last year to submit again this year. There were some very strong candidates last year and it was a difficult to choose just one. The deadline for nominations is **April 01, 2011 at 4:30 p.m.** Enclosed you will find the necessary documents to nominate a volunteer.

The award will be presented at the Citadel Foundation's annual dinner in May, 2011.

Thank you for your consideration in this matter and we look forward to receiving your nominations. If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Boden".

Michael Boden
Executive Director

Encl: Nomination Guidelines
 Nomination Form
 Nominee's Profile Form

Nomination Guidelines

Objectives:

The *Moe Rosenhek Volunteer Award* was created in order to commemorate Mr. Moe Rosenhek's significant contributions to the English-speaking community of the Greater Québec City region and to pay homage to his family. This annual award recognizes the exemplary volunteerism of an individual in our community. The recipient of the award is presented with a plaque and the Citadel Foundation, through the Moe Rosenhek Fund, commits to making a contribution to the charity of the recipient's choice.

Criteria:

The following criteria will be used to determine the recipient of the *Moe Rosenhek Volunteer Award*:

- ✓ Accomplishments;
- ✓ Level of involvement in the community;
- ✓ Peer references.

PLEASE NOTE THE FOLLOWING RESTRICTIONS:

- No posthumous nominations will be considered.
- No nominations for a collective or corporate body will be considered, as the award focuses on the recognition of an individual.

Guidelines:

See included: Nomination Form
 Nominee's Profile Form

- Any individual or organization within the Greater Québec and Chaudière-Appalaches region may nominate a volunteer who has contributed toward the vitality of the English-speaking community of the region.
- Please print this form and complete the required information. The Nomination Form must include two supporting signatures.
- The completed Candidate's Profile Form is required, listing the volunteer's past and present community involvement.
- **Please include a brief cover letter indicating the reasons why you are nominating the candidate.**
- Please ensure that the Citadel Foundation receives the Nomination Forms on or before the deadline noted below, following which they will not be considered.

Deadline for Nominations – April 01, 2011 at 4:30 p.m.

MOE ROSENHEK VOLUNTEER AWARD

Nomination Form

Name of Nominee:

Last Name: _____ First Name: _____

Address: _____

Phone: _____ E-mail: _____

Name of Nominating Individual / Organization:

Last Name: _____ First Name: _____

Organization: _____

Address: _____

Phone: _____ E-mail: _____

Signature of Nominating Individual /
Organization Representative: _____

The following signatories second the nomination of the aforementioned candidate for the *Moe Rosenhek Volunteer Award*.

Name (Please Print)

Signature

Name (Please Print)

Signature

Deadline for Nominations – April 01, 2011 at 4:30 p.m.

MOE ROSENHEK VOLUNTEER AWARD

Nominee's Profile Form

Name of Nominee:

Last Name: _____ First Name: _____

Address: _____

Phone: _____ E-mail: _____

Community Involvement / Responsibilities:

a) Present Activities: _____

b) Past Activities: _____

Deadline for Nominations – April 01, 2011 at 4:30 p.m.