



**2010**

**PREMIER'S AWARDS  
FOR ONTARIO COLLEGE  
GRADUATES**

**Nomination Package**



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES

### NOMINATION PACKAGE - SUBMISSION GUIDELINES

#### **IMPORTANT :**

- The deadline for submissions to Northern College for nominee selection is **April 14, 2010**.
- All documents must be submitted to Carole Belanger, Marketing and Communications Officer, Northern College, P.O. Box 3211, Timmins ON P4N 8R6 or [belangerc@northern.on.ca](mailto:belangerc@northern.on.ca)

1. **NOMINEE'S PROFILE:** This is to be a maximum of 1,000 words using template provided.

Complete a profile on each nominee using only the template provided. Do not alter the template or add photographs of your nominee.

You may include additional optional documentation (e.g., resumé, media releases, etc.); however, it must not exceed a maximum of one double-sided page. To submit, please scan and send by e-mail. Do not include CDs, books, etc., as these will not be used.

Submission guidelines:

- Keep writing style as simple as possible.
- Readable font and size, no smaller than 12 points
- The content of the profile should strive to provide background facts, rather than praise.
- Do not include letters of reference.

2. **NOMINEE'S SUMMARY:** This is to be a maximum of 300 words using the template provided. Complete a summary highlighting the nominee's most outstanding career achievements.

3. **NOMINEE'S BIO:** This is to be a maximum of 100 words using the template provided.  
\*Acceptable formats: MS Word (.doc), WordPerfect (.wpd) or Rich Text Format (.rtf)  
(continued on next page)



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES

### NOMINATION PACKAGE - SUBMISSION GUIDELINES

(cont'd)

#### 4. PHOTOGRAPH:

Professional studio photographs are to be submitted in electronic format, meeting the following criteria:

- Format: .jpg or .gif or .tiff  
Colour or black and white acceptable
- Resolution: at least 300 dpi
- Size: at least 600 x 800 pixels  
head and shoulder shot only
- Background: Neutral

It is most important that you ensure your photograph meets all of the above criteria; otherwise, we may not be able to use it.

#### HOW TO SUBMIT YOUR NOMINATIONS:

1. Please submit only the templates provided, and not the entire nomination package.

2. Please label all submissions as follows:

College – Category – Name

e.g., Northern-Business-John Smith.doc

3. Send all files to: Carole Belanger, Marketing and Communications Officer,  
Northern College, P.O. Box 3211, Timmins ON P4N 8R6 or  
belangerc@northern.on.ca

4. All nominations documents must be submitted by April 14, 2010. Any nominations received after the deadline date will not be submitted to the Selection Committee.

#### 5. INCOMPLETE NOMINATIONS:

Incomplete nominations will not be presented to the Selection Committee.



COLLEGES | COLLÈGES  
ONTARIO | ONTARIO

## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES ENTRY FORM

**Award Category:** (please check one)

Business  
Design

Community Services

Creative Arts &

Health Sciences

Technology

Recent Graduate

**Name of Nominee:**

Mr.

Mrs.

Ms.

Miss

Dr.

Other: \_\_\_\_\_

Insert nominee's name as it is to appear on the Premier's Awards for Ontario College Graduates Certificate

Name:

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**Graduating College:**

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**Nominating College** (if different from above):

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**Program of Study:**

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**Year of Graduation:**

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**Place of Current Employment:**

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**Job Title:**

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Please include business card -scanned (if available).

**Description of Position:**

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**Address:** (please check one)

Business or

Residence

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**City:** \_\_\_\_\_ **Prov./State:** \_\_\_\_\_ **Postal/Zip Code:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Residence Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**College representative who completed this form:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES NOMINEE PROFILE

In order to standardize the nominee profiles, the following template MUST be used. While the amount of space you devote to each section is flexible, you may not exceed a maximum of 1,000 words for the entire profile. Use 12 pt. font

**Name:** \_\_\_\_\_

**Program(s) of Study:**  
\_\_\_\_\_

**Graduating Year:**  
\_\_\_\_\_

**College:** \_\_\_\_\_  
\_\_\_\_\_

Title and Description of Current Position(s) and Organization(s):  
\_\_\_\_\_

Highlights of Career Achievements:  
\_\_\_\_\_

How College Education Contributed Directly to Career Achievements:  
\_\_\_\_\_

Community Involvement:  
\_\_\_\_\_

Awards/Recognition:  
\_\_\_\_\_

University Degree(s) and Year(s) Received:  
\_\_\_\_\_

Other Relevant Information:  
\_\_\_\_\_



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES NOMINEE SUMMARY

Name:

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Summary of Career Achievements:

**Maximum:** 300 words. Use 12 pt. font in text box below.



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES NOMINEE BIO

**Category:**

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**Name of Nominee:**

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**College:**

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**Program of Study:**

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**Graduating Year:**

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**Job Title:**

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—

**Place of Employment:**

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**(Maximum: 100 words. Use 12 pt.)**



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES RELEASE FORM

Release form is to be completed and signed by each nominee, giving permission for his/her photograph and biographical information to be used in promotion of the Premier's Awards for Ontario College Graduates and the Ontario college system.

I,

\_\_\_\_\_

(Please print)

Hereby give my permission for my photograph and biographical information to be used in promotion of the Premier's Awards for Ontario College Graduates and the Ontario college system.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOMINEES, PLEASE NOTE: The 2010 Premier's Awards for Ontario College Graduates presentation will be held in Toronto, Ontario, on Nov. 22, 2010**



## 2010 PREMIER'S AWARDS FOR ONTARIO COLLEGE GRADUATES CHECKLIST

- Completed entry form
- Nominee's business card (if available)
- Signed release form
- Nominee's profile (1000 words maximum)
- Nominee's summary (300 words maximum)
- Nominee's bio (100 words maximum)  
Acceptable formats: MS Word (.doc)
- Professional studio digital photograph
  - Format: .jpg or .gif or .tiff  
Colour or black and white acceptable
  - Resolution: at least 300 dpi
  - Size: at least 600 x 800 pixels  
head and shoulder shot only
  - Background: Neutral

Your nomination package **MUST be received** at the Marketing Office in later than **April 14, 2010.**

The 2010 Premier's Awards for Ontario College Graduates presentation will take place in Toronto, Ontario, on Nov. 22, 2010.