**Human Rights Award**

**Checklist**

Utilize the checklist below to ensure that your nomination form is complete. Please note that incomplete nomination forms may not be considered by the Selection Committee.

**Have you…**

[ ] Included the nominee’s name, address and telephone number?

[ ] Included the nominator’s name, address and telephone number?

[ ] Selected the award category for which you are nominating the person or organization?

[ ] Answered all the questions in the spaces provided in the nomination form?

[ ] Described the nominee’s achievements, efforts, and/or leadership in the promotion of human rights, equality, non-discrimination and respect for diversity in detail?

[ ] Indicated the nominee’s impact in New Brunswick, including the groups that have benefitted from their work?

[ ] Indicated why the nominee’s work in the province is exceptional or outstanding and serves as an example to all New Brunswickers?

[ ] provided a short biography or resume, if the nominee is an individual?

[ ] provided a summary of the nominee’s mission statement, objectives, and story, if the nominee is an organization?

[ ] Enclosed two letters of recommendation that support this nomination?

[ ] Included any additional information that you feel supports this nomination (ex: brochures, posters, testimonials, etc.)?

[ ] Ensured that the documentation provided does not exceed eight pages (plus letter of recommendation)?

**Remember: All nominations must be received by May 31st via email to** **hrc.cdp@gnb.ca** **or through regular mail to the Commission at 751 Brunswick Street, P.O Box 6000, Fredericton, N. B. E3B 5H1.**