

Co-operative Spirit Recognition Awards

Judging Criteria and Award Procedures

BACKGROUND

1. The Co-operative Spirit Recognition Awards were established in 1999. The awards:
 - Recognize best practices and innovation in the Ontario co-operative movement;
 - Highlight the importance of youth; and encourage co-operators to mentor and support young leaders;
 - Acknowledge the significant contributions of Ontario co-operators, including those who sustain our heritage; and
 - Foster involvement in On Co-op, and celebrate those who have helped On Co-op and its members grow.

LIST OF APPENDICES

2. Appendix A: Spirit Award nomination criteria

ELIGIBILITY

3. (a) Co-operatives nominated for an award must be from the membership of the Ontario Co-operative Association (or be members of a federation/association which is an On Co-op member). The exception to this is the New Co-operative of Distinction Award, which is open to all Ontario co-operatives.

(b) Individuals nominated must be directly associated with an organization that is from the membership of On Co-op (including co-operatives, staff members, volunteers, board or committee members). Individuals may be retired from those organizations.
4. The Board may, at its sole discretion, choose to recognize any individual or organization with an Outstanding Contribution to the Ontario Co-operative Association Award or a Special Recognition Award. The recipient is not required to be from the membership, and a nomination package is not required.
5. If an Individual or co-operative wishes to be nominated for a Spirit Award, but does not belong to the On Co-op membership, a membership application for Friend, Supporter or Member may be submitted with the Spirit Award nomination form. The Board of Directors must approve all membership applications prior to the nomination being awarded.
6. Individuals nominated may be living or dead. Organizations nominated must be in operation at the time the nomination package is submitted.

NOMINATIONS

7. Any individual, committee or organization may submit a nomination. This could include members, directors or employees of a co-operative or credit union operating in Ontario. Self-nominations are accepted. Nominators are not required to be from the membership.
8. If the nominee was not the award recipient in the current year, that nomination package will carry over for an additional year unless requested otherwise. The nominee and nominator will have the opportunity to review the package and update it.
9. Nominators may submit nominations in more than one category. Individuals or organizations shall be nominated in only one category each year.
10. The nominee must review the package before the nominator submits it. Nominators should retain a copy of the entire nomination package before submitting to On Co-op.
11. On Co-op staff will review the nomination packages for completeness and consistency with submission guidelines before forwarding to the Selection Panel. Staff may request additional information from the nominator to add to the nomination packages.
12. The names and quantities of Spirit Award nominations will not be released publicly.
13. With the exception of the Award recipients, all Spirit Award nominees will receive a printed Spirit Award Nomination certificate within 30 days after the Spirit Awards ceremony.
14. Nomination packages must include a nomination form, statement of nomination, letters of support, and a resume or biography. For organizations, a brief history of the co-operative, especially relating to the award category may replace the resume/biography.
15. The statement of nomination shall highlight nominees' significant co-op contributions, involvement and roles, and provide specific examples or results.
- 16.

AWARD GRANTING

17. Recipients will be chosen by an appointed Selection Panel consisting of at least three (3) individuals who are familiar with the Ontario co-operative sector and are not current On Co-op employees. The Selection Panel will be chaired and co-ordinated by the Membership and Communications Manager.
18. The number and type of awards to be presented annually will be determined by On Co-op or its appointed Selection Panel.
19. Under normal circumstances, up to two awards may be given in each category:
Either: One each for a co-operative AND a second award for an individual (where appropriate); or two awards for either individuals or co-operatives.
The decision to award more than these quantities will be made by the Spirit Award selection panel (the "judges") and/or the On Co-op management team.

20. The “Special Recognition Award” may be renamed by the nominator to reflect individual achievements. Under normal circumstances, up to two special recognition awards may be awarded in one year.
21. The Selection Panel may decide to move nominees to another Award category. The nominator and nominee will be notified, and may choose to withdraw their nomination if they do not agree with the change in category.
22. Decisions of the Selection Panel are confidential and final.
23. The number and type of awards to be presented annually will be determined by On Co-op or the Selection Panel.
24. Nominees comprised of a group will be considered as one nominee.

AWARD JUDGING

25. A package will be provided to every judge on the Selection Panel for each nomination received that meets the submission guidelines. The package will include copies of all printed items submitted as part of each nomination package, a copy of the current Spirit Awards brochure, a copy of the Spirit Awards policy, and an evaluation matrix for scoring.
26. Selection Panel judges will grade each nominee using a scoring matrix. In addition to category-specific criteria, the Selection Panel will consider the following in making its choices: leadership; vision, creativity and innovation; supporting and strengthening communities; finding and using co-operative solutions; and demonstration of co-operative principles.
27. After each member of the Selection Panel has done individual grading, the Panel will meet by teleconference or in person to discuss their grading and to choose the recipient(s) in each category. The meeting will be moderated by an On Co-op staff member.
28. Nomination packages should be returned to On Co-op for shredding after the selection panel has made its decision.

APPENDIX A

Spirit Award Nomination Criteria

Distinguished Co-operator

Honours those who make (or have made) notable contributions to the success of Ontario co-operatives and/or credit unions or have played a role in the heritage and evolution of Ontario co-ops/credit unions.

INDIVIDUALS MAY BE NOMINATED FOR THIS AWARD.

- My nominee has contributed to the development or success of Ontario co-ops and/or credit unions by...
- My nominee has promoted co-operative values through...
- My nominee has contributed to the heritage and evolution of the Ontario co-op and/or credit union sectors by...
- My nominee is a role model for current and future co-operators because...

Co-operative Youth Leader

Identifies young people (30 years of age or younger) who have made significant contributions to or within Ontario co-operatives and/or credit unions.

INDIVIDUALS MAY BE NOMINATED FOR THIS AWARD.

- My nominee has demonstrated a leadership role within co-ops and/or credit unions by...
- My nominee demonstrates the importance of young people to the future of the co-op/credit union movement in these ways...

Co-operative Youth Mentor

Recognizes the commitment and achievements of individuals or organizations in mentoring youth and supporting their growth as co-operative leaders.

INDIVIDUALS AND ORGANIZATIONS MAY EACH BE NOMINATED FOR THIS AWARD.

- My nominee has fostered youth involvement within the co-op/credit union movement through...
- My nominee has mentored youth and supported their growth as young co-operative leaders by...

Co-operative Innovator

Recognizes and honours the recent contribution to or within a community through co-operative or credit union initiatives.

INDIVIDUALS AND ORGANIZATIONS MAY EACH BE NOMINATED FOR THIS AWARD.

- My nominee has contributed to the community through these innovative co-op and/or credit union initiatives...
- My nominee presented these solutions to the challenges and opportunities faced by a co-op or credit union...
- My nominee raised public awareness of co-op and/or credit unions solutions by...

New Co-operative of Distinction

Recognizes a new co-op or credit union, less than five years in business or still in the formative stages, which has made significant social or economic contributions to the community.

ORGANIZATIONS MAY BE NOMINATED FOR THIS AWARD.

- This co-op was formed because...
- My nominee defines “community” as...
- This co-op has made the following contributions to its community...
- This co-op has achieved these social and/or economic betterment goals...

Co-operative Social Responsibility

Recognizes organizations within the co-operative sector which have demonstrated socially responsible business practices, and leadership in the implementation and promotion of sustainable social, economic, and/or environmental principles.

ORGANIZATIONS MAY BE NOMINATED FOR THIS AWARD.

- My nominee had made socially and environmentally conscious decisions that reflect co-operative principles ...
- My nominee has developed and promoted an awareness of sustainability issues through...
- My nominee has shown dedication to socially responsible business practices by...
- My nominee has increased the public profile of co-operative/credit union leadership roles in creating a more sustainable future by...
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Outstanding Contribution to the Ontario Co-operative Association

The Board of Directors of the Ontario Co-operative Association, at its sole discretion, may choose to recognize an individual or an organization who has contributed to the success of On Co-op and its members.

The recipient is not required to be from the On Co-op membership and a nomination package is not required.

Special Recognition

To recognize the co-operative achievements of organizations or individuals which do not fit the other Spirit Award categories.

Nomination packages may be submitted to recognize:

- Co-ops or credit unions which have overcome challenges or obstacles
- National or international co-op leadership
- Excellence in other fields
- Co-operative history or lifetime achievement

The Board of Directors of the Ontario Co-operative Association, at its sole discretion, may choose to recognize an individual or an organization with a Special Recognition award. The recipient is not required to be from the On Co-op membership, and a nomination package is not required.

Criteria Used for Judging Nominations

(Each Award category would be weighted differently in each area)

	Co-operative-specific area of evaluation
Criteria:	<i>NOTE: "SECTOR" = Ontario co-operative sector and/or Ontario credit union system</i>
Leadership	<ul style="list-style-type: none"> • Leadership positions held in the co-op sector , most notably in Ontario • The range of organizations led or influenced • Leadership successes • Impact on youth or emerging leaders
Membership	<ul style="list-style-type: none"> • Mobilizing members; involvement &/or participation • Successes in membership or recruitment • Obstacles overcome
Social Responsibility	<ul style="list-style-type: none"> • Leadership in socially and environmentally conscious practises • Create awareness of sustainability and socially responsibility • Ties co-op principles and CSR together
Community Betterment	<ul style="list-style-type: none"> • Community Economic Development (CED)/ strengthening communities • Immediate and long-term benefits, or potential benefits • Number or diversity of communities/groups benefited • Meeting/contributing to the needs of its community
Communication	<ul style="list-style-type: none"> • Success in communicating co-op or credit union achievements • Promotion of co-op business model • Publicized the importance of young people in the sector
Co-operative Principles, Vision and Innovation	<ul style="list-style-type: none"> • Promotion of co-op principles and values; promotion of co-op business model; demonstration of co-op principles • Contributing to the vision of the co-op sector • Contributed to the development and success of an individual co-op, credit union or sector • Use of creativity and innovation • Finding and using co-operative solutions
Co-op Heritage and Mentoring	<ul style="list-style-type: none"> • Developing a new generation of co-operators or co-op organizations • Contributed to the heritage or evolution of a co-op, credit union or sector • Role model, mentor
Roll-over nomination	<ul style="list-style-type: none"> • Was nominated last year (but did not receive an Award in this category)
Special Recognition	<ul style="list-style-type: none"> • Categories above will be considered, as well as any special considerations associated with the award nomination