*Nominator’s Name*

*Address*

*City, Province Postal Code*

*Date*

*Volleyball BC Awards Committee*

*7564 Barnet Hwy*

*Burnaby, BC V5A 1E7*

***RE: Nomination Letter for Volleyball BC Hall of Fame – [Category] – [Nominee’s name]***

*Dear Awards Committee:*

The Nomination Letter is the primary document that makes the case for why the nominee deserves a place in the Volleyball BC Hall of Fame.

In the Nomination Letter, pay close attention to the selection criteria outlined in the information package for the specific Hall of Fame category the nominee is being nominated for (i.e. Athlete, Team, Coach, Official, Builder).

* The selection criteria will guide you as to how to make your case for the nominee.
* Address as many selection criteria points as possible and provide supporting material if possible.

General tips for the Nomination Letter include:

* Describe the nominee’s contributions to volleyball in British Columbia.
* Discuss how the nominee has brought honour or recognition to British Columbia and the sport of volleyball.
* Describe the nominee’s volleyball accomplishments provincially, nationally, or internationally. Depending on the category, some questions to consider may include:
	+ In what ways are these accomplishments or contributions extraordinary or unique? OR
	+ What new or unique thing/s happened as a direct result of the nominee’s involvement in volleyball? OR
	+ Describe the long-term impact of the nominee’s involvement in volleyball.

Also, the Letters of Support you gather from others should help provide additional background, details, or personal accounts that expand on the contributions and accomplishments discussed in the Nomination Letter.

* Letters of Support could each provide background for a specific aspect or event mentioned in the Nomination Letter.
* You could also collect Letters of Support from individuals who can attest to the overall contributions and accomplishments of the nominee over time.
* It can be helpful to provide a draft of your Nomination Letter and a copy of the selection criteria to those writing the Letters of Support, so that person can better tailor her or his letter.

The Nomination Letter should be a maximum of 3 pages.

*Sincerely,*

*Nominator’s Name & Signature*