



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

Unsung Hero Award

Unsung Hero Award

The CPA Nova Scotia Unsung Hero Award is given to a Member who demonstrates dedication, commitment and outstanding service to individuals or groups within the community where they engage in unpaid, grassroots activities. Key characteristics of these individuals include courage, compassion, perseverance, conviction and selflessness. They tend to do extraordinary things for others without seeking recognition for their actions.

Nomination Process and Instructions

We recommend that nominations be kept confidential.

Submitted nomination files must be signed by at least **two (2)** individuals who may be, but are not required to be, Members of CPA Nova Scotia.

Nominators are responsible for ensuring that the information submitted is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination.

CPA Nova Scotia reserves the right to validate any information contained herein by contacting nominators or outside sources, while acting in accordance with our privacy policy.

Process

Nominations are reviewed by the Member Recognition Committee, and they make a recommendation to the CPA Nova Scotia Board of Directors in June. Once the Board of Directors has approved the awards, the award recipients, and their nominators, will be contacted directly by CPA Nova Scotia.

Should there be any unsuccessful nominations, CPA Nova Scotia will inform those nominators directly.

Contents of a Completed Nomination File

Nominee Information

- Name
- Email address
- Phone number
- Employer Name and Role

Declaration of Nominators

The two nominators must sign the nomination file which signifies the accuracy of the information contained in the file and acknowledgement that the Member Recognition Committee may have the main facts included validated by an outside source.

Please include the following information for each Nominator:

- Name
- Email address
- Phone number
- Signature

Detailed Information

Nominators should clearly describe the groups, committees, and organizations in which the Member has been involved and relevant dates of service for each. Information should explain significant volunteer accomplishments and leadership in providing services and programs considering the following criteria:

- Has volunteered for at least five years and has inspired other volunteers, led volunteer groups, and/or made significant achievements through volunteering.
- Has contributed to, or led, grassroots activities which improve the quality of life of individuals.
- Has demonstrated initiative and creativity in these roles.
- Serves as a role model to others.

Letters of Support

- A letter from one or both nominators outlining their reasons for nominating the individual.
- At least two additional letters from other individuals who can attest to the candidate's activities and contributions in support of the nomination.

Submission of completed file

Please submit an electronic copy (PDF preferred) of the nomination file to Amy MacIsaac, Director of Member Services at amacisaac@cpans.ca using the subject: *Confidential Unsung Hero Nomination*. Questions may be directed to the same email address.

All nomination files must be received by 4:00pm on the published deadline found on the [Member Recognition Program page](#) (under the Members menu) on our website.