



AMSSA DIVERSITY AWARDS 2023 GUIDE

The annual AMSSA Diversity Awards are an opportunity to honor those who have shown extraordinary dedication and innovation in the settlement and integration sector. It's our way of acknowledging those who have gone above and beyond for diversity and inclusion.

Nominating an individual or organization for AMSSA Diversity Awards brings several benefits including:

- Motivating and inspiring staff and volunteers.
- Acknowledging and nurturing creativity and innovation.
- Bringing visibility to your programs and organization.
- Underlining the achievements of the immigration, diversity, and inclusion sector.

Take this opportunity to spotlight hard work, creativity, and dedication within our community. We strongly urge all members to consider submitting a nomination(s) for the 2023 AMSSA Diversity Awards. All AMSSA member agencies are eligible to submit a nomination for all three awards.

How to Nominate

Nominating a deserving candidate or organization for the **2023 AMSSA Diversity Awards** is straightforward. Follow the steps and tips below to submit your nomination:

1. **Review Award Categories:** Familiarize yourself with the award categories available for nomination. Understand each award's criteria and eligibility requirements to ensure your nominee aligns with the appropriate category.

2. **Submission Format:** You can submit a written nomination by completing the nomination survey or, alternatively, by preparing a video. We recommend taking the video route!
3. **Prepare a Short Video (Preferred):** Record a short video (2-5 minutes) explaining why you believe the nominated individual or organization deserves the award. Ensure that the video covers the relevant criteria and why the nominee stands out in those areas. Remember, clarity and specificity in highlighting their contributions will strengthen your nomination!
4. **Obtain Permission:** Before proceeding further, ensure you have secured permission from the nominee.
5. **Gather Supporting Materials:** To further support your video or written nomination, gather additional supporting materials highlighting the nominee's achievements, such as testimonials, letters of recommendation, recommendation emails, photographs, or media coverage. These materials can strengthen the nomination and provide a more comprehensive overview of the nominee's impact on the award category.
6. **Submit your Nomination:**
 - a. Submit a video via the online portal on the AMSSA Awards page. Ensure your video is uploaded to a video hosting platform (e.g., YouTube or Vimeo) and include the link in your submission.
 - b. Or by emailing amssa@amssa.org. Videos can be recorded using a mobile device, a camera, or video conferencing. Share your video link via file-sharing software (Google Drive, OneDrive, Dropbox).
 - c. Fill out the Nomination Form (if necessary): If you are unable to submit a video, you may [fill out this nomination form instead](#).

Additional Guidelines

- The agency or organization associated with the nominee must be an AMSSA member in good standing.
- AMSSA members may nominate a candidate for each award.
- **Riasat Ali Khan Diversity Award:** An organization may submit only one program/project per year.
 - **Submission Deadline:** Nominations close on July 21, 2023, at 11:59 PM PDT
 - **To make your nomination, please provide the following information:**
 - A brief overview **in 400 words or less** of the organization's current program and services, detailing its objectives, target demographic, and impact on the community.
 - A detailed description **in 750 words or less** of an innovative program or project from the nominated organization that exemplifies community collaboration and outstanding service. This should outline the program/project's design, execution, and outcomes, particularly highlighting how it fosters community collaboration and provides outstanding service.
- **Service Recognition Staff Award:** Candidates should have worked in the settlement, multiculturalism, diversity, and inclusion sector for at least five years and have been with an AMSSA member agency for at least two years.
 - **Submission Deadline:** Nominations close on July 21, 2023, at 11:59 PM PDT
 - **To nominate a candidate, please provide the following information:**
 - A description **in 400 words or less** of what sets the candidate apart. Discuss their unique attributes, how they have fostered participation

and teamwork, advocated for best practices, and advanced the development of their organization, its mission, and its mandate.

- An overview **in 750 words or less** of the nominee's involvement in creating, developing, or supporting one or more innovative programs focusing on community collaboration and partnership. Detail the program(s) and the nominee's role, illustrating their impact on the community and the difference they have made.
- **Service Recognition Volunteer Award:** Candidates should have volunteered in the settlement, multiculturalism, diversity, and inclusion sector for a minimum of five years and been with an AMSSA member agency for at least two years.
 - **Submission Deadline:** Nominations close on July 21, 2023, at 11:59 PM PDT
 - **To nominate a candidate, please provide the following information:**
 - Detail **in 400 words or less** how the nominee fosters diversity and gives specific examples of their influence.
 - Describe **in 750 words or less** the nominee's innovative projects or programs that build welcoming BC communities.
- Members of the AMSSA Board of Directors or staff may not put forward a candidate for nomination.
- Members of the Award Selection Committee may not nominate a candidate.
- The nominating agency must secure permission from the nominee.
- **Candidate Selection Process:** All entries will be reviewed and evaluated by an independent judging panel consisting of Sector and subject matter experts appointed by AMSSA's CEO and leadership. Evaluation of entries is subject to rubrics and scoring systems that assess the nominee's eligibility against a set of pre-determined criteria. The selection process involves rounds of consultation within the judging panel, following which the shortlisted candidates are evaluated

in the final deliberation round towards early September. Finally, the winners are announced at **AMSSA's Annual General Meeting (AGM)** on **September 25, 2023**, at **John M.S. Lecky UBC Boathouse**.

- **Notifying Nominees:** Nominators and nominees will be notified of their nomination along with information on the next steps and key dates.
- **Confidentiality and Privacy:** AMSSA values and respects the privacy of the nominator, the organization, and the nominee. The information you provide will be treated with confidentiality and used solely for the purpose of the award selection process. All submitted data will be stored in secure, encrypted server locations, following strict protection measures and protocols. [You can learn more about AMSSA's data protection and privacy policy here.](#)

Thank you for your valuable contribution to the 2023 AMSSA Diversity Awards. Your dedication to recognizing and supporting those who have significantly promoted diversity and inclusion will go a long way in uplifting the Settlement and Integration sector. We are grateful for your continued support and look forward to sharing updates with you as we progress through the selection process.

Have Questions?

If you need more information about the awards or nomination criteria, email us at amssa@amssa.org, and someone will get back to you at the earliest.

Good luck!