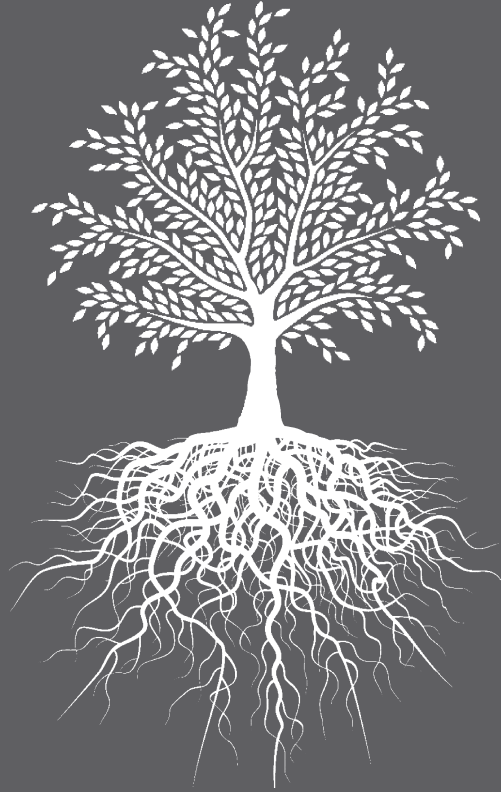


Celebrating the Roots of our Community



2011 BHAYANA FAMILY FOUNDATION AWARDS

Recognizing the extraordinary staff who make a difference every day
working for United Way funded agencies.

Nominate your peers by Monday, October 3, 2011
unitedwaytoronto.com/agency/nominate



United Way
Toronto

INTRODUCTION

The commitment, creativity and team spirit shown by employees of agencies funded by United Way Toronto (UWT) is essential to advancing the common good, community and neighbourhood building, and creating a better city for us all.

The Bhayana Family Foundation Awards recognize extraordinary contributions made by agency staff. They are awarded by United Way Toronto.

The categories of dedication, innovation & creativity, leadership, partnership builder and team achievement are based on peer nominations received. The community partnership category is based on self-nomination and support letters.

All award recipients are invited to a special event to honour their success. Winners receive a plaque of recognition and a monetary gift paid by cheque as a non-taxable benefit.

Awards will be given to acknowledge achievements in each of the following categories:

- **DEDICATION** \$1,000
- **INNOVATION AND CREATIVITY** \$1,000
- **LEADERSHIP** \$1,000
- **PARTNERSHIP BUILDER** \$1,000
- **TEAM ACHIEVEMENT** \$3,000 (per team)
- **COMMUNITY PARTNERSHIP** \$1,000*

*money in the community partnership category must be used toward the initiative or project



SPONSORSHIP

The Bhayana Family Foundation Awards are made possible by a generous donation from Raksha M. Bhayana and the Bhayana Family Foundation. As a former member of United Way Toronto's Board of Trustees, Raksha is a dedicated community volunteer and a passionate champion for the recognition of those who make a difference in the community every day.

On behalf of the United Way family we would like to express our admiration and gratitude to Raksha and the Bhayana Family Foundation.

SELECTION PROCESS

- All nominations will be reviewed by a selection panel comprised of six volunteers that includes: two agency frontline staff, one agency management representative, one labour representative, one member from a community agency and one UWT community volunteer. The panel will be facilitated by two non-voting UWT staff person
- Only fully completed applications will be considered by the selection panel; the panel may disallow those that do not meet minimum eligibility criteria
- All information provided will be verified by contacting the nominee's employer. After that we will contact the recipients to confirm their acceptance.

ELIGIBILITY

- Open to all permanent or contract agency staff, that work at least 20 hours/week at agencies funded by United Way Toronto including member agencies and current grant-funded agencies
- Only nominations for achievements and activities for the period of September 2010 to August 2011 will be accepted

- An agency can only nominate one individual per category
- An individual cannot be nominated in multiple categories (choose the most appropriate category for their achievements)
- The staff person nominated must have been working at the agency since September 2010
- No nomination of family members
- No nominations by supervisor or above, but employees can nominate their supervisor (no downward nominations are permitted)
- 2010 award winners cannot be nominated in the same category for the current year



DEDICATION

The purpose of this award is to recognize and reward employees who are committed to the mission and values of their agency. These individuals demonstrate unwavering loyalty and commitment to the success of a specific project or to the ongoing interests of the agency.

Ideal candidates demonstrate:

- Unwavering commitment to the goals of the organization
- Excellent and consistent performance and professionalism
- Exceptional service to external or internal customers over a sustained period
- Extraordinary levels of team spirit or leadership
- Solid support for colleagues
- Readiness to participate in special projects or committees
- Going above and beyond to make a significant contribution to their team, agency or community

INNOVATION and CREATIVITY

The purpose of this award is to recognize and reward employees who introduce new ideas, services or practices in new and imaginative ways. These individuals contribute innovative solutions to their organization or make major improvements to agency operations or services provided.

Ideal candidates:

- Introduce ideas that increase revenue, reduce costs or improve service
- Increase efficiency, accuracy or productivity in innovative ways
- Contribute creative ideas to address issues within the scope of their job, department or organization
- Introduce changes to simplify or improve existing processes
- Challenge existing assumptions and think outside the box
- Take calculated risks in pursuit of continuous improvement
- Work with others to promote, implement and adjust solutions to changing situations

LEADERSHIP

The purpose of this award is to recognize and reward employees who demonstrate exemplary leadership capabilities and consistently achieve superior, team-based results. These leaders play an exceptional role in helping others contribute to their organization and advance its mission.

Ideal candidates:

- Empower others and delegate responsibility
- Demonstrate strong relationship building abilities
- Foster cross organizational teamwork
- Promote and celebrate diversity
- Have exceptional communications and listening skills
- Introduce and manage change effectively
- Inspire those around them



PARTNERSHIP BUILDER

The purpose of this award is to recognize and reward employees who make outstanding contributions to their community by recognizing, engaging, and maximizing the potential of relationships with key external partners, such as residents, schools, associations, other agencies, businesses, and funders.

Ideal candidates demonstrate:

- Have developed partnerships that meet community needs and make a difference
- Demonstrate a commitment to creating healthy and vibrant communities
- Engage with and mobilize stakeholders to get the job done
- Foster a sense of common purpose to address root causes of social problems
- Effectively manage conflict and balance competing interests
- Promote and celebrate diversity Develop partnerships that are innovative, mutually beneficial, and sustainable



TEAM ACHIEVEMENT

The purpose of this award is to recognize and reward teams who work toward a common goal. Together, these individuals demonstrate commitment to success through excellent and consistent performance.

What is a team?

Teams must consist of 2 to 10 members. If you feel strongly that a team of up to a maximum of 15 members should qualify, please send an email to awards@uwgt.org that explains why the selection panel should consider this exception. We will contact you within a week with the selection panel's decision.

What is most important to the selection panel is that the nomination demonstrates the active participation of each and every team member towards the achievement of common goals. Nominations for cross-departmental teams are encouraged.

Ideal teams:

- Demonstrate the basic principles of teamwork
- Make a significant contribution to their agency or the clients they serve
- Implement projects that increase revenue, reduce costs, or improve service
- Increase efficiency, accuracy, or productivity of a department or across the agency
- Put the team's objective ahead of individual personal gain
- Champion their cause at all times, both internally and externally
- Actively support other teams and projects in the agency



COMMUNITY PARTNERSHIP

For the purpose of this award, a partnership is an alliance between 3 or more organizations that commit themselves to working together on a specific project or initiative to produce outcomes that one partner working alone could not achieve.

Note – This category is open to funded and non-funded projects and initiatives. However, one of the key partners must be United Way funded.

Ideal members of a successful partnership:

- Make a significant contribution to the community they serve
- Foster a sense of common purpose to address root causes of social problems
- Champion their cause at all times, both internally and externally
- Effectively manage conflict and balance competing interests
- Actively support other team members
- Promote and celebrate diversity
- Demonstrate the basic principles of teamwork
- Develop an innovative, and mutually beneficial relationship



HOW TO NOMINATE

To strengthen the quality of your nomination, we encourage you to get input from multiple colleagues.

For the dedication, leadership, partnership builder, innovation & creativity, or team achievement categories:

- Nominations must be submitted online by two peers or colleagues of the nominee(s)
- Submit the NOMINATION FORM online at
- unitedwaytoronto.com/agency/nominate
- Nominations accepted until Monday, October 3, 2011

For the community partnership category:

- The United Way agency partner must self-nominate the partnership online and provide support letters from 2 other partners endorsing the partnership
- Submit the NOMINATION FORM online at unitedwaytoronto.com/agency/nominate
- Nominations accepted until Monday, October 3, 2011 at 6:00 p.m.

* UWT reserves the right to use all information provided to further promote the work of UWT and its funded agencies

QUESTIONS?

Email: awards@uwgt.org

Okeima Lawrence 416-777-1444 x685

Katelyn Field 416-777-1444 x227

Note – If you express yourself better through voice or video, in addition to the online form, you may also submit a voice or video recording provided it is in a Windows media compatible file format. Send the file as an attachment via email to Awards@uwgt.org. Be sure to include your name, agency name and the nominee's name.

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