

# 20<sup>th</sup> Annual Valued Elder Recognition Award

## Guidelines for Letters of Support



ELDERCARE  
FOUNDATION

[www.gvef.org](http://www.gvef.org)



**University  
of Victoria**

Institute on Aging  
& Lifelong Health

Thank you for taking the time to support a nomination for the Valued Elder Recognition Award (VERA). This award celebrates and shines a spotlight on the immense value older adults contribute to our communities, and to society as a whole.

Your letter of support is an important part of your nominee's application package, as it tells us a bit about the person you are honoring by highlighting some of their contributions, interests, and skills.

### **What to include in your letter**

Letters of support can be one or two pages long. Please include several personal stories and anecdotes. We appreciate humour too!

At the top of the letter, please include following information:

1. The nominee's name
2. Your name
3. Agency where you volunteered together (if applicable)
4. Your relationship to the nominee
5. Your mailing address
6. Your phone number
7. Your email address

### **Suggested content:**

Please refer to these questions while writing your letter, and share as many details and stories as possible about your experience with the nominee.

### **Introduction**

How long have you known your nominee?

How do you know your nominee? How did you two meet?

What kind of relationship you share with them?

What is it like working with your nominee?

### **Volunteer highlights of your nominee**

What are their exceptional personality traits and work ethics?

Highlight the unique skills they bring to the team.

Describe the role your nominee plays in the lives of the staff and other volunteers they work with, and the people they help.

### **Conclusion**

Why do you recommend your nominee for the award?

Why do you think they deserve this award?

Letters of support should be included in the award nomination package. The deadline to submit nomination packages is June 30, 2020.