

**Completing a Nomination
for the
ORDER OF PRINCE EDWARD ISLAND**

- Be sure to complete all sections of the nomination form and provide all required information.
- Only one nomination is required for each nominee. Please do not solicit or encourage multiple nominations of the same individual, or initiate a letter writing campaign in support of a particular nominee. This does not increase the probability of a candidate being selected.

Supporting Material

- Additional material in support of your nominee is welcomed and encouraged, such as an expanded statement of your reasons for the nomination or a list of achievements. Please ensure however, that such material is succinct and directly relevant to the nomination.
- All supporting documentation must be on 8½ x 11" paper, typed, reproduced, or clearly handwritten in dark ink. Material that is not in this format will not be reproduced for the consideration of the Advisory Council.
- Please do **NOT** submit audio cassettes, videotapes, photographs, albums, newspaper clippings (unless photocopied onto 8½ x 11 paper), or other material which does not fit the format outlined above, as this material will **NOT** be considered by the Advisory Council.

Generally

- Please do **NOT** arrange to have other persons send letters in support of your nomination. Such unsolicited letters of support will **NOT** be considered by the Advisory Council nor enhance the probability of your nominee being selected by Council.
- To avoid disappointment, and out of respect for the privacy of the nominee and those to be consulted, it is strongly recommended that nominators keep nominations confidential. The Advisory Council retains all nominations, references and accompanying materials, in the strictest of confidence.

Acknowledgement

- All completed nominations will be acknowledged by letter.

Sending Your Nomination

- Send your completed nomination to us by mail to Attn: Order of PEI, PO Box 2000, Charlottetown, PE C1A 7N8, or by courier or hand-delivery to 197 Richmond Street (Church Street entrance), Charlottetown.
- The deadline for receipt of nominations to be considered in 2017 is **March 31, 2017**. Please do not hesitate to contact the Secretary of the Order of PEI at 902-368-5970 if you require advice or assistance in completing your nomination. Thank you for your interest in the Order of Prince Edward Island.

