**The Paul Kitchin Award for**

**Outstanding Community Involvement**

**by CCO Members Colleges**

**The Award**

Paul Kitchin served as the Executive Director of Career Colleges Ontario from 1990 to 2017. During that time-period he shepherded the growth and development of CCO from its role as a business-centered association to one which placed CCO and its member colleges as key components in the education and training resources available in the Province of Ontario. Mr. Kitchin skillfully represented the private colleges and their students in numerous provincial, federal and international committees and initiatives and had a special focus on institutional quality, ethical business practices, student outcomes, inclusivity and outreach. In honour of his outstanding contributions to CCO, to the students of private career colleges, and to the broader goals of job training and retraining in Ontario, the members of CCO established *The Paul Kitchin Award for Outstanding Community Involvement* to be awarded annually to a CCO member college that has exhibited exceptional service in the enhancement of the prosperity of Ontarians.

**Description of Relevant Activity**

The award recognizes initiatives or programs that are designed

* to enhance the welfare and self-sufficiency of individuals in one or more of the following groups: children, youth, seniors, disabled, indigenous, newcomers, single parent, un- or under-employed;
* through targeted community outreach initiatives or programs
* either that are not a part of the college’s regulated or registered activities, or
* if directly connected to those activities, demonstrate an exceptional/unique and novel design;
* which initiatives or programs have one or more of the following purposes that are most relevant to the activities and mission of a career college:
* people who are economically vulnerable are able to meet their basic needs
* people who are economically vulnerable have access to community services that enhance financial stability
* people have the skills & knowledge to achieve greater financial independence
* people become or stay employed
* people become entrepreneurs;
* and which has the result of assisting people from the targeted group(s) to increase their self-sufficiency and the economic well-being of their family and community.

**Eligibility for nomination**

The College must:

* be a registered PCC that has been in “good standing” with the Ministry for the last 5 years (and must remain in good standing through the evaluation process),
* be a member of CCO for at least 5 years,
* be under the same ownership for the last five years, and
* not have received the Paul Kitchin award in the last 5 years.

**Note**

CCO’s Annual Awards Ceremony page on the CCO website has further information on the award, some hints on how to present in information and a “Sample completed application form for the Paul Kitchin Award”

**Nomination Form**

**The Paul Kitchin Award for Outstanding Community Involvement**

Note: This form is a Word Document. Therefore, the response sections will expand to accommodate the size of your entry. Although succinctness is appreciated, this should not be done at the expense of submitting a full and well-documented form.

**Section A: General Information and Submission Instructions**

Please download the form, complete it, save it to your computer and then send electronically along with all supporting documentation to [awards@careercollegesontario.ca](mailto:awards@careercollegesontario.ca) by the deadline of March 30, 2023.

**Section B: College Information**

|  |  |
| --- | --- |
| College Name |  |
| College Address: |  |
| City and Province |  |
| Postal Code |  |
| Email |  |
| Phone |  |

**Confirmation of College’s Eligibility for Nomination**

The College must:

* be a registered PCC that has been in “good standing” with the Ministry for the last 5 years,
* be a member of CCO for at least 5 years,
* be under the same ownership for the last five years, and
* not have received the Paul Kitchin award in the last 5 years.

□ Yes □ No

**Section C: Nominator Information**

**(to be completed if the nominator is NOT the college)**

The nominator is the college □ Yes □ No

(Note: Since the purpose of the Paul Kitchin Award is to celebrate and commemorate a college’s community involvement, it is anticipated that most nominations will be made by the community group(s) with which the college is working or the members of which are the primary target group of the program. In certain instances, particularly those where the initiative is one where the recipients become students in one of the college’s registered programs, a self-nomination is most likely.)

|  |  |
| --- | --- |
| Nominator's name |  |
| Nominator’s organization  (if applicable) |  |
| Nominator’s (if applicable  Organization’s) address |  |
| City and Province |  |
| Postal Code |  |
| Website |  |
| Nominator's Email |  |
| Nominator's Phone |  |
| **If nomination is being made or is officially supported by an organization, please provide the following information** | | |
| What is your organization’s mandate and mission? | | |
| What are your organization’s typical activities (e.g. programs, courses, events, services)? | | |
| Who takes part in your organization’s activities or programs or who uses your services? | | |

**Section D: Information about the Community Initiative**

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| 1. **What was the initiative/program?**  * Provide an overview of the program or activity that is the basis for the nomination |
|  |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, et cetera) |
| **Section D.1.a name of document**  **Section D.1.b name of document**  **et cetera** |

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| 1. **What did the college want to accomplish?**  * Describe the changes you wanted to occur: the goal(s) or desired outcome(s). For example: to assist: * people who are economically vulnerable to be able to meet their basic needs * people who are economically vulnerable to have access to community services that enhance financial stability * people to have the skills & knowledge to achieve greater financial independence * people to become or stay employed * people to become entrepreneurs * Describe why the program is important: how it fills a gap, meets a need, develops a skill, builds on an opportunity, or solves a problem. (Feel free to use any of the wording from Appendix 1 that might help focus your description.) * Describe who, specifically, in your community benefited from the program; who and why it was the target group. |
|  |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, et cetera) |
| **Section D.2.a name of document**  **Section D.2.b name of document**  **et cetera** |

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| 1. **How was it accomplished?**  * List the tasks or things that were done to achieve the expected results. * Describe who performed these activities – categories, numbers and amount of time; e.g. administrative staff, instructional staff; students |
|  |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, et cetera) |
| **Section D.3.a name of document**  **Section D.3.b name of document**  **et cetera** |

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| 1. **Partner organization(s), if applicable**  * List any partner organizations involved in planning, doing or evaluating the work. * Describe the nature of the relationship between the college and the partner organization – i.e., the responsibilities of each |
|  |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, et cetera) |
| **Section D.4.a name of document**  **Section D.4.b name of document**  **et cetera** |

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| 1. **How do you know you’ve accomplished what you wanted to?**  * Identify things that show that the expected results have been or are being achieved. * The key metrics that should be provided are, for example and where relevant:   + the number of people who access the initiative   + the number of people trained and/or developed   + the number of people who start their own businesses and the number of people employed   + the amount of money raised for or invested in the initiative   + the extent of the role (numbers and time) played in the initiative by the college’s students, instructional and administrative staff |
|  |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, et cetera) |
| **Section D.5.a name of document**  **Section D.5.b name of document**  **et cetera** |

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| 1. **Any additional comments relevant to the nomination.** |
|  |
| **Supporting Documentation**  List the documentation attached to this nomination that relates to the above section (e.g. letters of support, testimonials, written policies, media reports, photographs, brochures, et cetera) |
| **Section D.6.a name of document**  **Section D.6.b name of document**  **et cetera** |

**Section E: Signature Page**

**E. 1. Nominee’s Signature**

By signing and dating below, the nominee college attests:

* that it has agreed to be nominated for the Paul Kitchin Award;
* that it gives the appropriate authority in the Ministry of Advanced Education and Skills Development permission to verify that the nominee college is
* a registered PCC that has been in “good standing” with the Ministry for the last 5 years,
* under the same ownership; and
* that CCO and the panel of judges has permission to contact the nominator and third parties referred to in this form, if required, in order to verify or clarify information contained in this form and its attachments.

|  |  |
| --- | --- |
| **Nominee’s Signature** |  |
| **Date** |  |

**E. 2. Nominator’s Signature**

By signing and dating below, the nominator attests:

* that this form has been completed in good faith and to the extent possible that the information contained herein is accurate and true; and
* that CCO and the panel of judges has permission to contact the nominator and third parties referred to in this form, if required, in order to verify or clarify information contained in this form and its attachments.

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| --- | --- |
| **Nominator's Signature** |  |
| **Date** |  |

**Section F: Submission Checklist**

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| --- | --- |
| **Nominator**  **Name** |  |
| **Nominee**  **Name** |  |

|  |  |  |
| --- | --- | --- |
| **Item** | **Status** | **Attached [√]** |
| **Section B: College Information** | required |  |
| **Section C: Nominator Information** | required unless the college self-nominates |  |
| **Section D: Information about the Community Initiative** |  |  |
| 1. What was the initiative/program? | required |  |
| 1. What did the college want to accomplish? | required |  |
| 1. How was it accomplished? | required |  |
| 1. Partner organization(s) (not required unless applicable) | required if there was a partner organization |  |
| 1. How do you know you’ve accomplished what you wanted to? | required |  |
| 1. Any additional comments relevant to the nomination (not required) | required |  |
| **Section E: Signature Page** | required |  |
| **Attachments (list all attachments by name and in order)** | required if  there are attachments |  |
| **Attachment 1** |  |  |
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| **etc.** |  |  |
| **Section F: Submission Checklist (completed)** | required |  |