



# STAFF AWARDS OF EXCELLENCE

## Appendix B: Letter of Support

You have been asked by a Nominator to complete a Letter of Support for a Nominee of a Staff Award of Excellence honouring exceptional contribution in the area of **SUSTAINABILITY**.

- INSTRUCTIONS:**
1. Review the award criteria.
  2. Describe how the nominee meets some or all of the criteria.  
**(maximum 2 pages)**
  3. Give the completed letter of support to the Nominator for consideration.

If you have questions about writing a letter of support, please contact Lisa Frost at 250.807.9021 or [lisa.frost@ubc.ca](mailto:lisa.frost@ubc.ca).

**AWARD CATEGORY:** **SUSTAINABILITY**

- AWARD CRITERIA:**
- Demonstrated the application of UBC Sustainability policy or plans in their actions, daily operations or activities on campus
  - Actively engaged their colleagues in demonstrated ways to support campus sustainability
  - Initiated a sustainability-related initiative or practice within the unit or department that has benefited day-to-day operations or the overall campus' environmental footprint
  - Demonstrated involvement as a volunteer individual or team to help educate, create awareness or promote campus sustainability

Activities can be related to, but are not limited to the following – energy conservation practices, recycling and waste diversion practices, water conservation practices, sustainable purchasing practices, sustainable food choices and service delivery, sustainable accommodation operations, green meetings and events, paperless office initiatives, energy conservation practices.

**NAME OF NOMINEE:** \_\_\_\_\_

**LETTER OF SUPPORT WRITTEN BY:**

**NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**CONTACT INFORMATION:** \_\_\_\_\_



