

THE STARFISH CANADA TOP 25 ENVIRONMENTALISTS UNDER 25 RULES & REGULATIONS 2019

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1. Contest Rules

- A. The "Top 25 Environmentalists Under 25" program, herein referred to as the "Top 25" program, is open to all Canadian youth under the age of 25.
- B. The Top 25 program is an independent program run by the Top 25 Executive Committee (EC) of The Starfish Environmental Society (DBA The Starfish Canada).
- C. Nomination packages must be submitted electronically to The Starfish Canada via the [online form](#) provided on the website.
- D. Applications will only be accepted during the nomination period. The nomination period will open in October 2019. The nomination period will close at 11:59PM Pacific Time on November 1 2019.
- E. If deemed necessary, the EC may resolve to extend the nomination period by no more than 15 business days.

2. Who Can Apply

- A. The Top 25 program is open to all Canadian residents under the age of 25. The

applicant should be 25 years of age or younger before the nomination period closes (November 1 2019).

- B. Writers and previous volunteers for The Starfish Canada are eligible for nomination. Editors, members of the EC, and members of the Advisory Board or Board of Directors are ineligible for nomination.
- C. Previous finalists for the Top 25 program are allowed to be re-nominated and must fill out the online re-nomination form in order to be considered for this current round of Top 25. The selection of finalists in previous iterations of the program will not guarantee a spot as a finalist for the current year.

3. Nominations

3.1 First-Time Nominations

- A. To be considered for a spot on the Top 25 list, a nomination must be received.
- B. Nominations are allowed to be submitted by either the nominee or the nominator (defined as the individual that completes the online nomination). Self-nominations are permitted and nominators may submit multiple nominations.
- C. No EC members or Editors of The Starfish Canada are allowed to nominate an individual for the Top 25. Advisory Board members and judges are permitted to be nominators (judges will not be allowed to adjudicate nominations they have placed themselves).
- D. The online nomination must be completed and received in full no later than the noted deadline and through the online forum. Incomplete nomination packages will not be evaluated.
- E. All parts of the application should be tailored to highlight all environmental work completed by the nominee and the impact it has had on the surrounding community.
- F. If a previous Top 25 finalist is nominated as outlined in section 3.1, the nomination will be accepted and processed.
- G. If a nominee is nominated by multiple nominators, both applications will be permitted. Judges will be presented with one nomination (selected by the EC) with the option for judges to review all nominations if they wish.

3.2 Re-Nominations

- A. All previous Top 25 finalists will be informed of the duration of the nomination period for Top 25 2019 via email.
- B. If a previous Top 25 finalist seeks re-nomination and still fits all the criteria mentioned in section 2, the nominee may self-nominate themselves using the re-nomination form that will be provided by e-mail correspondence.
- C. Nominations through the re-nomination form are only to be filled out by previous Top 25 finalists.

4. Selection Process

- A. All complete nominations will be automatically placed into the selection process noted in section 3.
- B. If an incomplete nomination is submitted, any member of The Starfish Canada EC may notify the nominator of the incomplete nomination. However, an application will be considered late (and not be evaluated) if any part of the application is submitted after the deadline.
- C. Nominators are ultimately responsible for ensuring that applications are completed. The Starfish Canada is not liable for incomplete nominations or for notifying nominators of incomplete applications.

4.1 Application Review

- A. A short-list comprised of at least 50 and no more than 100 individuals will be formulated by the EC.
- B. The EC will select short-listed nominees based on the same criteria as listed in section 4.4c.

4.2 Additional nominee information

- A. Short-listed nominees may be requested to submit additional information as a part of the nomination process, either through interview, in writing, or by submitting a video.
- B. In the event that this information cannot be obtained by the deadline set by The Starfish Canada, judges will be informed that nominees are not to incur deductions in scoring as a result of an incomplete package.

4.3 Nominator Reference Checks

- A. Nominators of short-listed nominees may be requested to attend a telephone or videoconference interview by a member of The Starfish Canada team or by a member of the EC.
- B. Reference checks will simply confirm information found within the nomination letter, and allow the nominator to expand on any commentary provided in the nomination letter.

4.4 Judging Panel

- A. A panel of judges will be announced before the close of the nomination period.
- B. Judges will collectively select 25 individuals whom they believe have made a significant contribution to environmental education and awareness in their respective communities.
- C. All judges will evaluate a subset of the short-listed nominations through a ranking system. After all nomination materials for an applicant have been reviewed, judges will

score each nomination in five categories (mark out of ten):

- a. Integration of work into the surrounding community;
 - b. Past experience(s) (relevant to applicant's age);
 - c. Passion for the environment;
 - d. Creativity and uniqueness of their contribution;
 - e. Overall positive impact of work on the community.
- D. Each judge's rankings will be tabulated with each short-listed nominee will be given a score out of 50 for every judge who adjudicated the nomination. The highest and lowest scores from each judge will be removed, and remaining judges scores will be averaged, producing a final score for the nominee.
- E. If a judge has worked or interacted with the nominee, it is requested that they declare a conflict of interest and not adjudicate that nominee. The rest of the adjudication process will remain the same.

5. Announcement

- A. A nominee will be selected as a 'finalist' if their score is among the Top 25 highest final scores.
- B. A nominee will be notified through e-mail or telephone about the status of their nomination. At this time, the nominee will have a regulated period of time where they must email back to confirm acceptance of their award. If a nominee fails to respond to this communication within the allotted time frame, they may lose their place as a finalist.
- C. A nominee may be required to provide information (e.g., photo identification with year of birth, confirmation of mailing address) when confirming acceptance of their award. All photo identification will be removed from The Starfish Canada archives one year after contest completion.
- D. Until The Starfish Canada has officially announced the finalists' award through a media release, the nominee will be requested to not publicly disclose their status. This includes, but is not limited to, the use of social media or discussions with media outlets.

6. Recognition and Award

6.1 Timeline of award

- A. The EC will have no more than 60 days to provide prizes to the Top 25 finalists, from the time of acceptance by the nominee.
- B. The amount of prizes given out will be determined by the efforts of the sponsorship committee.
- C. Additional prizes may be added as deemed appropriate by the EC.
- D. If a finalist is close to The Starfish Canada regional chapters (i.e., the Vancouver or Hamilton area), a public event may be held to recognize their efforts. The recipient will be requested to participate in this event.

6.3 Media for Finalists

- A. All finalists will be featured in a long form story about their achievements. This article will be posted on The Starfish Canada website, and will be permitted for open access use (with credit to The Starfish Canada).

7. Contact

If there are any questions regarding these rules and regulations, The Starfish Canada may be contacted at top25@thestarfish.ca.