

**Ontario Horticultural Association**

**Horticultural Service Certification Request Form**

This is to certify that a resolution was passed and recorded in the books of the

 Horticultural Society/Club, District \_\_\_\_\_\_\_\_\_\_\_, at the
Board of Directors’ Meeting,

regularly held at on , 20

awarding a HORTICULTURAL SERVICE CERTIFICATE to:

to be presented at (town): on , 20

The above-named member has made valuable contributions to the promotion of horticulture in this community by:

We request that a certificate be prepared and forwarded to:

Secretary: of Horticultural Society/Club

Mailing Address incl. P.C.:

Signed: Date:

 (Society/Club President)

**Society/Club: Please forward completed form to:**

**OHA Awards Coordinator, Sharlene Desjardins**

**Ontario Horticultural Association
P.O Box 2123, Deep River, ON K0J 1P0**

**Email:** **awards@gardenontario.org** **Phone: 613-584-1748**

# OHA SERVICE CERTIFICATE APPLICATION

Horticultural Societies/Clubs can render service for many years only because unselfish members give freely of their time and effort. The Ontario Horticultural Association, believing such members should receive some recognition, makes available to member societies/clubs Service Certificates that may be awarded each year as follows:

Up to TWO Certificates by a Society/Club

NOTE: A Member or Society/Club must be an OHA Affiliated Member or Society/Club, in good standing.

It should be clearly understood that these Certificates are not to be given for competitive work and rarely to an elected officer. It is not necessary that a Certificate be awarded each year. Recipients should be selected carefully so that the value of the award may be maintained.

Any member of a Horticultural Society/Club who meets the following requirements is eligible for a Service Certificate:

1. Five or more years of active membership in OHA Affiliated Societies/Clubs.
2. Service on Society/Club committees, contributing time and effort to civic improvements and beautification, or public plantings.
3. Encouraged membership enrolment by participating in drives or canvassing for new members.
4. Inspired the horticultural efforts of either individuals or groups.
5. Showed sincere interest in and supported the objectives of a Horticultural Society/Club.

NOTE: Nominee must be a member, in good standing, of an OHA Affiliated Society/Club, in good standing.

Presentation of a certificate before the required period of 5 years’ membership can be made only in case of severe illness or a change of residence to another locality or district.

#### PROCEDURE

A. The Horticultural Society's/Clubs Board shall complete and forward a recommendation for a Service Certificate on the form provided, to the Awards Coordinator. Should the recipient of the Certificate be one of the signing officers of the form then a vice-president or other officer should sign.

B. The Awards Coordinator shall prepare a certificate with the name of the Horticultural Society/Club making the award, the name of the recipient, affix the seal of the Association and forward the completed certificate to the Secretary of the Society/Club who shall arrange for its signing by the Society/Club officers and its presentation at a Society/Club meeting.

C. Allow 6 to 8 weeks for preparation and delivery of the Certificate.