

2009 Governor's Volunteerism & Community Service Awards

On behalf of Governor Tim Kaine, the Governor's Advisory Board on National and Community Service, Virginia Corps, and the Office on Volunteerism and Community Service are working together to recognize the significant contributions of Virginia citizens to the life and welfare of the Commonwealth and its people. In April during National Volunteer Service Week, awards to recognize these exceptional contributions will be made at a reception in Richmond. Awards will be presented to organizations, businesses, families, and individuals whose volunteer and community service efforts focus on building and strengthening the Commonwealth of Virginia.

"Everybody can be great because anybody can serve."

Dr. Martin Luther King, Jr.

NOMINATION PACKETS MUST INCLUDE:

- | | |
|---------------------------|----------------------------|
| I. Nominee Profile | II. Nominator Profile |
| III. Nomination Narrative | IV. Two Letters Of Support |

NOMINATION PERIOD: NOVEMBER 10, 2008 - FEBRUARY 2, 2009
ALL NOMINATIONS MUST BE RECEIVED VIA MAIL, FAX, OR SUBMITTED ONLINE
NO LATER THAN 5:00 PM, MONDAY, FEBRUARY 2, 2009.

Incomplete nomination packets or nominations received after the deadline will not be accepted. Please carefully read the Frequently Asked Questions section at the end of this document.

Please call (800) 638-3839 or email info@vaservice.org with questions.

Mail or fax nomination forms to:

Governor's Volunteerism and Community Service Awards
Office on Volunteerism and Community Service
7 N. Eighth Street, 5th Floor
Richmond, VA 23219

Fax: (804) 726-7024

NOMINATION PROFILE

COMPLETE ALL FIELDS FOR NOMINATION TO BE CONSIDERED

I. NOMINEE Profile

Full/Legal Name of Volunteer/Group:

If Group, Contact Person:

Nominee's Daytime Phone:

Nominee's Address:

Nominee's Other Phone:

City/State/Zip:

Nominee's Email Address:

SELECTION CRITERIA - AWARD CATEGORIES

PLEASE CHECK ONE CATEGORY ONLY OF NOMINEE (NOT NOMINATOR'S CATEGORY)

- Business** - Group of volunteers based in for-profit business.
- Emergency Preparedness and Disaster Recovery**- Individual or group of volunteers serving in the area of public safety such as a neighborhood watch program, Community Emergency Response Team (CERT), MRC (Medical Reserve Corps), Citizen Corps Council, etc.
- Faith-Based Organization** - Individual or group of volunteers affiliated with a faith-based organization.
- Family** - Family who volunteers together for a specific project or organization.
- Government** - Individual or group of volunteers based in a local, state or federal government agency.
- National Service, Individual** - Individual participating in a national service program.
- National Service, Program** - Award for programs within the national service family such as AmeriCorps State and National, AmeriCorps VISTA, AmeriCorps National Civilian Community Corps, AmeriCorps Promise Fellow Program, Learn and Serve, and Senior Corps such as the Foster Grandparent Program, Retired Senior Volunteer Program (RSVP), and Senior Companion Program.
- Nonprofit Group** - Group of volunteers based in a not-for-profit organization.
- Senior Volunteer** - Individual of age 65 and older. (*Note:* volunteers serving in a national service program are not eligible for this award). Age: _____
- Volunteer** - Individual of age 19-64. (*Note:* volunteers serving in a national service program are not eligible for this award).
- Youth Volunteer** - Individual of age 18 or younger. (*Note:* volunteers serving in a national service program are not eligible for this award). Age: _____

II. Nominator Profile

Name:

Organization:

Daytime Phone:

Other Phone:

Address:

Email Address:

City/State/Zip:

How did you hear about the Governor's Awards? (check one)

newspaper website colleague friend other

Relationship to Nominee:

Has the nominee been nominated previously for this award?

No Yes If Yes, which category?

Recipients of the Governor's Volunteerism and Community Service Awards exemplify the following characteristics:

- Engage in the creation, organization, and/or mobilization of volunteers, groups and resources that are involved in projects benefiting the greater community.
- Demonstrate sustained commitment to meeting community needs.
- Utilize unique and creative approaches to meeting needs.
- Develop and foster the virtues and skills of civic engagement and social responsibility.

III. Nomination Narrative (no more than one page, single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font).

The narrative must answer the following questions:

1. What service does the nominee provide within the organization for which they volunteer?
 - Include the population served and approximate number of hours the nominee commits to the volunteer activity.
 - Include any unique motivations regarding the willingness of the nominee to volunteer.
2. What achievements can be cited as the direct result of the nominee's volunteer service to the community?
 - Include specific measurable outcomes if possible. For example, improved conditions, services, or the lives of others in the community and state.
3. Does the nominee provide innovative approaches in their service?
 - List results such as: building community support, generating resources, mobilizing additional volunteers, developing public/private sector partnerships, connecting communities and schools, encouraging civic engagement and responsibility, etc.
4. Has the nominee overcome any unique challenges or obstacles to perform this activity?
5. Is there further information the judging panel should be aware of when evaluating the nominee?

**ADDITIONAL INFORMATION, SUPPORT LETTERS, PHOTOGRAPHS,
OR NEWS CLIPPINGS WILL NOT BE CONSIDERED**

IV. Letter of Support #1

Letters of Support must:

- Be no longer than one page
- Clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization
- Not be used to serve as both a letter of support and the nomination narrative
- Be submitted by someone other than the nominator and by someone not directly related to the nominee

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If available, it is suggested, but not required, that letters of support be submitted on the letterhead of the letter writer's organization.

Since Letters of Support are often submitted directly by the writer of the letter or are submitted separately from the nomination narrative, please complete the information below and use this document as a cover page and attach the Letter of Support on separate page.

Name of Volunteer/Group/Business/Organization being nominated:

Name and Title (if applicable) of Person Submitting Letter of Support (please print):

Daytime Phone:

Date:

Relationship to Nominee:

IV. Letter of Support #2

Letters of Support must:

- Be no longer than one page
- Clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization
- Not be used to serve as both a letter of support and the nomination narrative
- Be submitted by someone other than the nominator and by someone not directly related to the nominee

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If available, it is suggested, but not required, that letters of support be submitted on the letterhead of the letter writer's organization.

Since Letters of Support are often submitted directly by the writer of the letter or are submitted separately from the nomination narrative, please complete the information below and use this document as a cover page and attach the Letter of Support on separate page.

Name of Volunteer/Group/Business/Organization being nominated:

Name and Title (if applicable) of Person Submitting Letter of Support (please print):

Daytime Phone:

Date:

Relationship to Nominee:

FREQUENTLY ASKED QUESTIONS

How do I submit a nomination?

Your nomination may be submitted in either of the following ways:

- download and complete the nomination document from our website at www.vaservice.org and mail or fax it to our office.
- complete the online nomination form on our website at www.vaservice.org and submit it electronically. Before you submit online, you will need to register on the website. Save your narrative in a word processing application such as Microsoft Word, then cut and paste the narrative into the online form. Letters of support can be downloaded and submitted by mail, fax, or e-mail (see below).

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How long is the nomination period?

The nomination period lasts three (3) months, beginning Monday, November 10, 2008 – Monday, February 2, 2009. All nominations must be RECEIVED via mail, fax or submitted online no later than 5:00 PM, Monday, February 2, 2009. Any incomplete nomination or nomination received after 5:00 PM on February 2, 2009 will not be considered. Nomination narratives received without the two letters of support will be considered incomplete and will not be considered.

Is it necessary to complete the nomination profile form for the nominee and the nominator in addition to the nomination narrative?

Yes. Please include the full name (first, middle and last for individuals) or full legal name (for organizations or businesses). It is very important that the category selected is that of the nominee, rather than the affiliation or category of the nominator.

How long must the nomination narrative be?

The nomination narrative must be no more than one page single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font.

Does the nomination narrative need to follow any specific format?

Yes. The nomination narrative should answer all five of the questions as stated in the nomination narrative section of the nomination form and in the order presented.

Do you have any tips on writing nominations?

Yes. Mary Merrill, a renown volunteer and nonprofit management consultant, has developed a list of best practices for writing award nominations. Visit: <http://tinyurl.com/64rs7j>

May I nominate someone for a category that isn't listed on the nomination form?

No. Nominators must select only one of the listed categories. Please do NOT select multiple categories for the same candidate.

May I submit multiple nominations for different individuals or organizations?

Yes. An individual or organization may submit as many nominations as desired for different individuals and organizations.

What are the general requirements for the letters of support?

Two letters of support are required, no longer than one page each. Letters should clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization. Letters may not be used to serve as both a letter of support and the nomination narrative. Letters must be submitted by someone other than the nominator and by someone not directly related to the nominee.

Can the author of the letter of support remain anonymous?

We prefer that the nominator provide the contact information of those submitting letters of support. Providing the contact information allows us to contact the author in case we need to track the letter of support.

Can the author of the nomination narrative also write a letter of support?

No. A letter of support must be submitted by someone other than the nominator. Letters must also be written by different individuals, not the same person.

May I submit additional information such as additional support letters, photographs and/or new clippings to further support my nomination?

No, such additional information will not be considered. However, you may mention this information in the narrative. Two letters of support is the required number and additional letters will not be considered.

Are previous Governor's Award winners eligible for nomination?

Previous winners of a Governor's Award are eligible to be nominated again provided that five (5) years have elapsed since receipt of the previous award.

Who reviews the nominations?

Nominations are reviewed by a panel of independent judges. Judges are selected based on their experience and expertise in the field of volunteerism.

When will I be notified about my nomination's status and when is the 2009 Governor's Volunteerism & Community Service Awards ceremony?

A judging panel review nominations during February to determine the 2009 Governor's Volunteerism and Community Service awardees. Letters will be mailed to all nominators in late March notifying them of the judging results. The awards ceremony and reception will take place in late April 2009 in Richmond.

If awarded, how many guests may I invite to the awards ceremony?

Each award winner may invite three (3) additional guests (family and/or friends) to the reception and ceremony.

If I have further questions, where may I call or e-mail for assistance?

You may contact the Office on Volunteerism and Community Service at (800) 638-3839 or email at info@vaservice.org.