

2009 Governor's Awards for Outstanding Volunteer Service

Nomination Form

Complete **all** sections. See separate sheet for general information and category descriptions. This form may be copied and distributed as needed.

I. Award Category

Please read carefully – award categories and criteria have changed. Choose only **one** category. For electronic submission, **bold** your selection or double-click on the box to change the default value.

- | | |
|---|---|
| <input type="checkbox"/> Senior Volunteer Service Award | <input type="checkbox"/> National Service Award |
| <input type="checkbox"/> Volunteer Service Award | <input type="checkbox"/> Corporate Award |
| <input type="checkbox"/> Youth Volunteer Service Award | <input type="checkbox"/> Nonprofit Organization Award |
| <input type="checkbox"/> Group Volunteer Service Award | <input type="checkbox"/> Faith-Based Group Award |
| <input type="checkbox"/> Challenge Award | <input type="checkbox"/> Lifetime Achievement Award |
| <input type="checkbox"/> Volunteer Coordinator Award | <input type="checkbox"/> Kentucky Ambassador Award |

II. Nominee Information

Nominees will not be contacted. Nominators are notified after judging is complete.

Name: _____

Complete mailing address: _____

E-mail address: _____

Phone: Day _____ Evening _____ Best time to call _____

III. Required Information

Use **no more than four** 8.5 x 11-inch sheets (one side) for **all** sections (A-C). Narrative must be 10-point or larger type size. Type or write legibly and provide **all** requested information. Nominations will be judged using the following criteria:

A) Nominee's accomplishments (50 points) – In **narrative** form, explain why the nominee deserves this award (include activities directly related to award category criteria). Describe accomplishments and characteristics that may distinguish the nominee from others.

B) Data (35 points) – Provide **quantitative** evidence **within the narrative** of nominee's involvement and impact, i.e. volunteer hours, length of service, number of people served, measurable impact on community, etc.

C) Supporting documentation (15 points) – Attach **supporting documents** such as photos, newspaper clippings and/or letters of support. Materials become the property of the KCCVS and will not be returned.

IV. Nomination Form Checklist (required)

Initial* each item:

- _____ I am sending the completed nomination form, narrative and supporting documentation.
- _____ Volunteer service was completed in Kentucky during 2009 (unless nomination is for Volunteer Coordinator, Lifetime Achievement or Kentucky Ambassador awards).
- _____ All information is correct to the best of my knowledge.
- _____ I understand my nomination may be disqualified if instructions are not followed.

V. Nominator Information

Name: _____

Job title: _____

Organization: _____

Complete mailing address: _____

E-mail address: _____

Phone: Day _____ Evening _____ Best time to call _____

Signature* (required): _____

* Typing your initials or name is considered a digital signature.

VI. Legislator Information (optional)

To notify an area legislator of a winning nomination, please provide the following information:

Representative Senator

Representative Senator

Name: _____

Name: _____

County/District: _____

County/District: _____

VII. Verification

To qualify, nominees must have at least one reference in addition to the nominator. Relatives of nominees may not be used as references. References should be familiar with nominees' volunteer activities and may be contacted for verification.

Name: _____

Job title: _____

Organization: _____

Complete mailing address: _____

E-mail address: _____

Phone: Day _____ Evening _____ Best time to call _____

VIII. Submission Instructions

- Make sure all sections are completed.
- No faxes accepted.
- Submit the original of the complete packet (nomination form, narrative and supporting documentation) to the KCCVS office by mail or hand deliver, to:
KCCVS
Attn: Governor's Awards
275 E. Main St., 3W-E
Frankfort, KY 40621
- Electronic submission is accepted if nominator can send the complete packet (nomination form, narrative and supporting documentation) in one file (accepted formats are Microsoft Word or Adobe PDF, no more than 6 MB) to kccvs@ky.gov. See *Help and Tips for Electronic Submission* on www.volunteerKY.ky.gov for more information. If electronic submission is not possible, the original must be mailed.
- Nomination packets must be **postmarked** or received by close of business, 4 p.m. Monday, **Feb. 22, 2010**. No exceptions will be made.
- For more information or clarification, call Shannon Ramsey at (800) 239-7404.