

General Information on Electronic Submission

Governor's Awards for Volunteerism and Service

Important Information on Electronic Submission

- The nomination form is an Adobe PDF document.
- You must be able email **all** files - as attachments.
- You must send the complete packet (nomination form, narrative and both attachments) in no more than 4 files.
- Files submitted must be in either Microsoft Word or Adobe PDF and the **total** size of all files must not be more than 6 MB.
- The nominee's name must be included the title of each submitted document.
- Files must be sent as attachments to kccvs@ky.gov (confirmation of receipt will be sent within five business days).
- You will receive a confirmation email of receipt of your nomination. If you do not receive confirmation within five business days, contact Shannon Ramsey at (800) 239-7404.
- If you are unable to follow the requirements for electronic submission, you must mail in the original to the address on the nomination form.
- Troubleshooting documents for Microsoft Word, Adobe PDF and other resources are available on <http://chfs.ky.gov/dfrcvs/kccvs/govawards/>.

Steps for Electronic Submission

1. The nomination form is located at <http://chfs.ky.gov/dfrcvs/kccvs/govawards/>.
2. Open the troubleshooting guide.
3. Save a copy of the nomination form on your computer.
4. Complete the narrative section, and be sure to address all four questions. Limit your responses to approximately 250 words per question.
5. Save the narrative, and include the nominee name in the document title.
6. Either at the end of the narrative, or in a separate document, insert one or both attachments. Learn more about inserting pictures in Microsoft Word in the troubleshooting document.
7. E-mail the complete packet (nomination form, narrative and both attachments) to kccvs@ky.gov.
8. Wait for a confirmation e-mail that your nomination has been received.

Contact Shannon Ramsey at (800) 239-7404 if you have any additional questions.