

2008 Governor's Awards for Outstanding Volunteer Service

Nomination Form

Complete **all** sections. See separate sheet for general information and category descriptions.

I. Award Category

Please read carefully – award categories and criteria have changed. Choose only **one** category.

- | | |
|--|---|
| <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"/> Challenge Award | <input type="checkbox"/> Faith-Based Individual Award |
| <input type="checkbox"/> Director of Volunteers Award | <input type="checkbox"/> Faith-Based Group Award |
| <input type="checkbox"/> National Service Individual Award | <input type="checkbox"/> Lifetime Achievement Award |
| <input type="checkbox"/> National Service Group 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 Attachments

Use **no more than four** 8.5 x 11-inch sheets (one side). Narrative must be double-spaced, with 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 (use no more than two of the maximum four pages allowed for this section). Materials become the property of the KCCVS and will not be returned.

IV. Nomination Form Checklist

Initial each item (required):

_____ I am sending four copies (including the originals) of the completed nomination form, narrative and supporting documentation.

_____ I have included no more than two pages of supporting documentation.

_____ Volunteer service was completed in Kentucky during 2008 (unless nomination is for Director of Volunteers, Lifetime Achievement or Kentucky Ambassador awards).

_____ All information is correct to the best of my knowledge.

_____ I understand that my nomination may be assigned to a more appropriate category.

_____ 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): _____

VI. Legislator Information

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

Representative Senator

Representative Senator

Name: _____

Name: _____

Co./District: _____

Co./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 fax or electronic copies accepted.
- Submit **FOUR COPIES** 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

- Nomination packets must be postmarked or received by close of business, 4:30 p.m. ~~Feb. 18, 2009~~. No exceptions will be made. **Deadline has been extended to Feb. 25, 2009.**
- For more information or clarification, call Shannon Ramsey at (800) 239-7404 or e-mail shannon.ramsey@ky.gov.