

Governor's Awards for Volunteerism and Service

2011 Nomination Form

The Governor's Awards for Volunteerism and Service, administered by the Kentucky Commission on Community Volunteerism and Service (KCCVS), celebrate the extraordinary volunteer and service efforts of Kentuckians all across the commonwealth.

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

I. Award Category

Choose only **one** category.

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

II. Nominee Information

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

Individual or group/organization name: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

Phone: Work _____ Home _____ Best time to call _____

If group/organization, approximate number of volunteers: _____

Approximate total of volunteer hours in 2011 for individual or group/organization: _____

Name of local/regional newspaper and/or TV/radio station: _____

III. Nominator Information

Name: _____

Job title: _____

Organization: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

Phone: Work _____ Home _____ Best time to call _____

Relationship to nominee: _____ Years known nominee: _____

Signature* (required): _____

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

IV. 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: _____

V. Required Information

Type or write legibly and provide all requested information.

A.) Nomination form – Complete all required information and provide your signature.

B.) Narrative – Answer the following four questions in a separate document, and limit your responses to approximately 250 words for each question. Narrative must be 11-point or larger type size.

1. How has the nominee met an identified community need through service?
2. What was the impact of the nominee's service on the community?
3. What approach did the nominee take to meet the need(s) of the community?
4. What story best represents the service and commitment of the nominee?

C.) Letter of Support – Provide a letter from someone other than the nominator, on one 8½ x 11 sheet of paper.

D.) Attachments – Provide photos, newspaper clippings or other supporting documentation, and use no more than two 8½ x 11 sheets of paper, front side only. Do not submit audiotapes or videotapes, display materials, film or scrapbooks – they will not be considered. Materials become the property of the KCCVS and will not be returned.

VI. Nomination Form Checklist

Initial* each item:

- _____ I am sending the completed nomination form, narrative, letter of support and attachments.
- _____ Volunteer service was completed in Kentucky during 2011 (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.

VIII. Submission Instructions

- Make sure all sections and required information are completed and submitted.
- No faxes accepted.
- Electronic submission is accepted only if the following instructions are followed:
 - Nominator must send the complete packet (nomination form, narrative and both attachments) in no more than four files.
 - Files submitted must be in either Microsoft Word or Adobe PDF and the **total** size of all files must not exceed 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).
 - See *General Information on Electronic Submission* on www.volunteerky.ky.gov for more information, help and tips.
 - If electronic submission is not possible, the original must be mailed.
- Originals may be submitted to the KCCVS office by mail to:
 - KCCVS, Attn: Gov. Awards
 - 275 E. Main St., 3W-E
 - Frankfort, KY 40621
- Nomination packets must be received or postmarked by **Wednesday, Feb. 15, 2012**.
- For more information, call Shannon Ramsey at (800) 239-7404, ext. 4115

The KCCVS administers Kentucky's AmeriCorps national service programs. The Commission is a statewide, bipartisan group comprised of 25 members appointed by the governor with diverse service and volunteerism backgrounds. The KCCVS actively engages citizens in service opportunities that enable volunteers, organizations and businesses to share ideas and effectively collaborate to address Kentucky's needs. The KCCVS's funding is provided by the Corporation for National and Community Service and the Kentucky General Assembly.

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