



COMMONWEALTH OF KENTUCKY
OFFICE OF THE GOVERNOR

STEVEN L. BESHEAR
GOVERNOR

700 CAPITOL AVENUE
SUITE 100
FRANKFORT, KY 40601
(502) 564-2611
FAX: (502) 564-2517

January 25, 2013

Dear Friends:

In Kentucky, service to others is a rich part of our heritage. As a new year begins, we ask that you help identify individuals who have served their fellow Kentuckians in an exceptional manner during the past year and consider nominating them for the 2012 Governor's Awards for Volunteerism and Service.

Service is a calling that many Kentuckians engage in everyday through faith-based organizations, community groups, schools, and other organizations that address a variety of critical needs. These individuals deserve our sincere gratitude.

Since 1994, the Governor's Awards for Volunteerism and Service have honored adults and youth who serve their fellow Kentuckians in extraordinary fashion without expectation of reward, commendation, or compensation. This spring, the Governor's Awards will be presented to another group of Kentuckians who exemplify the spirit of neighbor helping neighbor.

The nominations and categories for these awards include individuals and groups – adults or youth and multiple nominations may be submitted. More information is enclosed and can also be found online at www.volunteerky.ky.gov.

If you have questions or need additional information, please call the Kentucky Commission on Community Volunteerism and Service at (800) 239-7404.

Jane and I thank you for your continued participation and support of this inspirational and worthwhile effort and look forward to another occasion to honor Kentuckians from across our Commonwealth.

Sincerely,

A handwritten signature in blue ink that reads "Steven L. Beshear".

Steven L. Beshear



Governor's Awards for Volunteerism and Service

2012 General Information and Category Criteria

General Information and Eligibility

- The Governor's Awards for Volunteerism and Service is administered by the Kentucky Commission on Community Volunteerism and Service (KCCVS).
- The 2012 awards will be presented at a ceremony in late spring/early summer 2013.
- Nominators will be notified of the results of their nominee(s). Winning nominators are notified by phone by the end of March. All other nominators are notified by mail in April.
- Individuals and groups may be nominated in only **one** category. Self-nominations are accepted.
- Members and staff of the KCCVS, its awards committee and judges are not eligible to nominate or be nominated.
- Individuals or groups who volunteer as part of work-release and/or for course credit are eligible. However, they may not receive compensation other than reimbursement of out-of-pocket expenses to be eligible for this awards program.
- Programs using "living allowances" (such as AmeriCorps) are eligible.
- A member of national service programs in Kentucky (e.g. AmeriCorps, AmeriCorps VISTA, Senior Corps programs such as RSVP, FGP and SCP) is eligible **only** in the National Service category.
- Governor's Award recipients from the previous five years are ineligible for the 2012 awards program. A list can be found on the KCCVS website at www.volunteerKY.ky.gov.
- With the exception of the Lifetime Achievement Award and the Volunteer Coordinator Award, nominations must **focus** on service activities that occurred in **2012**.
- With the exception of the Kentucky Ambassador Award, volunteer service must have been performed in **Kentucky**, serving primarily Kentuckians.
- KCCVS makes every effort to invite Governor Steve Beshear to the awards ceremony to recognize awardees. However, Governor Beshear's attendance is not guaranteed.
- Information from nominations may be released to the media and elected officials.
- Questions should be directed to Shannon Ramsey at (800) 239-7404, ext. 3841.

Judging

- A panel of judges with experience in volunteerism and/or national service carefully reviews all complete nominations.
- In the event a nominee is submitted multiple times, the judging panel considers the average score of all nominations.
- Staff reserves the right to reassign a nomination to a more appropriate category. (Nominators will be contacted for approval.)
- The judging panel reserves the right to award one or more honorees in a category. The panel may also opt not to issue awards in a category.
- Award winners are based on the highest average score out of 100 possible points. Points are deducted for incomplete nomination forms, incomplete narrative responses and/or improper attachments. The judging worksheet is available to view on the KCCVS website.
- The decisions by the judging panel are final.

Award Categories and Criteria

Senior Volunteer Service Award: Recognizes an individual (ages 65 and older) who has met a community need in an innovative and effective manner. The nominee may have demonstrated exceptional ability and have made a great impact through changed lives and/or community conditions as a result of service efforts.

Volunteer Service Award: Recognizes an individual (ages 19-64) who has met a community need in an innovative and effective manner. The nominee may have demonstrated exceptional ability and have made a great impact through changed lives and/or community conditions as a result of service efforts.

Youth Volunteer Service Award: Recognizes a youth (ages 18 or younger) who has demonstrated significant contributions to volunteer efforts/programs. The nominee may serve as a role model and inspiration to other volunteers.

Group Volunteer Service Award: Recognizes a group of individuals or organizations that come together on their own to make a difference in their community. This may be a one-time service project or ongoing effort.

Challenge Award: Recognizes an individual who has overcome significant personal obstacles in order to engage in volunteer service. These obstacles may include anything from physical and/or mental challenges to significant time constraints.

Volunteer Coordinator Award: Recognizes a paid or volunteer manager who exemplifies solid volunteer management skills, such as in volunteer training, risk management, screening, recognition, evaluation and retention of volunteers.

National Service Award: Recognizes an individual member and/or group of members of a national service program (AmeriCorps, AmeriCorps VISTA, AmeriCorps NCCC or Senior Service Corps) who have demonstrated service beyond standard expectations of the designated program. This individual and/or group provides an extraordinary example of the AmeriCorps spirit.

Corporate Award: Recognizes a business that has made a substantial impact through innovation, volunteer hours, number of volunteers, monetary support, etc. It may recognize the historical record of supporting volunteerism through policies and practices. The nomination must be able to demonstrate ongoing community or statewide impact.

Nonprofit Organization Award: Recognizes a nonprofit organization that manages an exceptional volunteer program that has made a significant impact on the community.

Faith-Based Group Award: Recognizes a group that volunteers through a faith-based community organization. The group may serve members of or populations outside the service-sponsoring faith community. The nomination must demonstrate significant volunteer outreach.

Lifetime Achievement Award: Recognizes a lifelong commitment to volunteerism and community service at a variety of levels. Nominees must have made a substantial and sustained impact in the community as a result of their service efforts.

Kentucky Ambassador Award: Recognizes a Kentuckian whose primary volunteer service is outside of Kentucky and/or the United States. A Kentucky Ambassador nominee must have provided outstanding volunteer service and through this service promoted Kentucky as a "Commonwealth of Caring."

First Lady's Award: Recognizes a Kentuckian who has gone out of his or her way to assist youth in their efforts to graduate from high school. This may have been done through mentoring, time spent tutoring or advising a student in need of assistance or by working directly with a school to help children gain their diplomas.

Submission Instructions

- Completed nomination packets must be received via email or postmarked **by midnight on Wednesday, Feb. 20, 2013**.
- Make sure all sections of nomination form are completed and all required information is submitted.
- No faxes accepted.
- Electronic submission is encouraged. Files must be sent as attachments to kccvs@ky.gov in either Microsoft Word or Adobe PDF and must not exceed 4 MB.
- Originals may be submitted to the KCCVS office by mail to:
 - KCCVS, Attn: Gov. Awards
 - 275 E. Main St., 3W-E
 - Frankfort, KY 40621
- Confirmation of receipt will be sent within five business days. If you do not receive notice by email within that time period, call Shannon Ramsey at (800) 239-7404, ext. 3841.

About the KCCVS

- The mission of the KCCVS is to engage Kentuckians in volunteerism and service to positively impact our communities.
- 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 promotes and encourages volunteerism in various ways such as promoting participation in national days of service; offering free volunteer management tools and resources; sharing volunteerism and service-related stories and information in the e-newsletter; offering a year-round volunteer recognition program; and managing the annual Governor's Awards for Volunteerism and Service program.
- The KCCVS's funding is provided by the Corporation for National and Community Service and the Kentucky General Assembly.
- Contact the KCCVS at:
 - 275 E. Main St., 3W-E
 - Frankfort, KY 40621
 - (800) 239-7404
 - kccvs@ky.gov
 - www.volunteerKY.ky.gov
 - www.facebook.com/kccvs

Governor's Awards for Volunteerism and Service

2012 Nomination Form

Complete **all** sections. 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.

Name of individual or group/organization: _____

Mailing 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 2012 for individual or group/organization: _____

Name of organization where the majority of service was performed? _____

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

III. Nominator Information

Name: _____

Job title: _____

Organization: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

Phone: Work _____ Home _____ Best time to call _____

Relationship to nominee: _____ Years nominator has known nominee: _____

Signature* (required): _____

* Typing your name will be considered a digital signature.

IV. Legislator Information (optional)

To notify a legislator in the event of a winning nomination, please provide the following information:

Representative Senator Representative Senator

Name: _____ Name: _____

County/District: _____ County/District: _____

V. Required Information

Type or print legibly and provide all requested information.

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

B.) **Narrative** – Answer the following **four** questions (responses limited to 250 words).

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, front side only.

D.) **Attachments** – Provide photos, newspaper clippings and/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

Check each item:

- I have read all the awards program guidelines and requirements.
- I am sending the completed nomination form, narrative questions, letter of support and attachments.
- All information is correct to the best of my knowledge.
- I understand my nomination may be disqualified if instructions are not followed.
- Volunteer service was completed in Kentucky during 2012 (unless nomination is for Volunteer Coordinator, Lifetime Achievement or Kentucky Ambassador awards).

VIII. Submission

- Completed nomination packets must be received via email or postmarked **by midnight on Wednesday, Feb. 20, 2013**.
- Click on the link to email the nomination form to kccvs@ky.gov.
- Email letter of support and attachments to kccvs@ky.gov.
- Originals may be submitted to the KCCVS office by mail to:
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Thank you for your interest and participation.