

2010 Governor's Awards for Volunteerism and Service

Nomination Form

Complete **all** sections. See separate document 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, please click on the box to select award 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: _____

Complete mailing address: _____

E-mail address: _____

Phone: Day _____ Evening _____ Best time to call _____

If group/organization, approximate number of volunteers: _____

Approximate total of volunteer hours in 2010 for individual or group/organization: _____

Name of local/regional newspaper: _____

III. 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, 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 would you tell to best represent the service and commitment of the nominee?

C.) Attachments – Provide at least two of the following types of supporting documentation, and use no more than two 8½ x 11 sheets of paper, front side only.

1. Photos
2. Newspaper clippings
3. Letter of support

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.

IV. Nomination Form Checklist

Initial* each item:

_____ I am sending the completed nomination form, narrative and attachments.

_____ Volunteer service was completed in Kentucky during 2010 (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 _____

Relationship to nominee: _____ Years known nominee: _____

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 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 4 files.
 - Files submitted must be in either Microsoft Word or Adobe PDF and the **total** file size 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 (5) business days).
 - See *Help and Tips for 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 can be submitted 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 **received** by close of business, 4:30 p.m. Eastern Time (3:30 p.m. Central Time) on **Thursday, Feb. 24, 2011**. No exceptions will be made.
- For more information or clarification, call Shannon Ramsey at (800) 239-7404.