



COMMONWEALTH OF KENTUCKY
OFFICE OF THE GOVERNOR

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Dear Friends:

Service to others is a rich part of our Kentucky 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 by nominating them for the Governor's Awards for Volunteerism and Service, honoring service completed in 2013.

Service is a calling that many Kentuckians engage in every day individually or 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 an extraordinary fashion without expectation of reward, commendation, or compensation. This summer, 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. Both adults and youth are eligible for this recognition and multiple nominations may be submitted. More information is attached 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.

Thank you for your continued participation and support of this inspirational and worthwhile effort. It is an honor to celebrate Kentuckians serving Kentuckians 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

General Information and Category Criteria

General Information and Eligibility Guidelines

- The Governor's Awards for Volunteerism and Service program is administered by the nonpartisan Kentucky Commission on Community Volunteerism and Service (KCCVS) to highlight the importance of volunteerism and service in Kentucky. Learn more about the KCCVS at www.volunteerKY.ky.gov.
- All required information – nomination form, narrative questions and letter(s) – must be completed and submitted by the deadline to be eligible for consideration.
- These awards honor **service completed during 2013**, and the awards ceremony for winners will be held at the Governor's Mansion in Frankfort in late spring/early summer 2014.
- Nominators will be notified of the results of their nominee(s). Winning nominators are notified by phone by April 4, 2014. All other nominators are notified by mail by April 30, 2014.
- 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.
- 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 not eligible for the 2013 awards program. A list is available on the KCCVS website.
- With the exception of the Lifetime Achievement Award and the Volunteer Coordinator Award, nominations must **focus** on service activities that occurred during **Jan. 1-Dec. 31, 2013**.
- With the exception of the Kentucky Ambassador Award, volunteer service must have been performed in **Kentucky**, serving primarily Kentuckians.
- 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 and Submission Information

- A panel of judges with experience in volunteerism and/or national service carefully reviews all complete nominations.
- Nominations are scored using the assigned judging worksheet, which is available to view on the KCCVS website.
- In the event multiple nominations are submitted for the same nominee, the judging panel considers the average score of all nominations.
- 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.
- The decisions of the judging panel are final.
- Electronic submission is encouraged, but nominations are also accepted by mail.
- Confirmation of receipt will be sent via email within five business days.
- Completed nomination packets must be received via email or postmarked **by midnight on Wednesday, Feb. 26, 2014**.

Award Categories and Criteria

Special consideration will be given to nominations covering one or more of the following six focus areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. Learn more about the focus areas at www.nationalservice.gov/focus-areas.

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 made an 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 made an 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.

***NEW* Veteran Volunteer Service Award:** Recognizes a veteran who has met a community need beyond his/her military service duties.

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.

Faith-Based Group Award: Recognizes a group that volunteers through a faith-based community organization, serving populations outside of the organization. The nomination should demonstrate significant volunteer outreach.

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 an 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 should 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.

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, promoting Kentucky as a "Commonwealth of Caring."

First Lady's Award: Recognizes a Kentuckian who has assisted at-risk students in their efforts to reach educational goals, leading to graduation. This may have been done through mentoring, time spent tutoring or advising or by working directly with a school.

Governor's Awards for Volunteerism and Service

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"/> Volunteer Coordinator Award |
| <input type="checkbox"/> Volunteer Service Award | <input type="checkbox"/> National Service Award |
| <input type="checkbox"/> Youth Volunteer Service Award | <input type="checkbox"/> Corporate Award |
| <input type="checkbox"/> Veteran Volunteer Service Award | <input type="checkbox"/> Nonprofit Organization Award |
| <input type="checkbox"/> Group Volunteer Service Award | <input type="checkbox"/> Lifetime Achievement Award |
| <input type="checkbox"/> Faith-Based Group Award | <input type="checkbox"/> Kentucky Ambassador Award |
| <input type="checkbox"/> Challenge Award | <input type="checkbox"/> First Lady's 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 2013 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. State Legislator Information

In the event your nominee is selected for an award, please provide the following information to notify your local state legislator. Find your local state legislators at www.lrc.ky.gov/Legislators. Members of the U.S. Congress are notified of all winners.

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.) **Letter(s) of Support** – Submit **one to three** letters of support from individuals, other than the nominator, who are knowledgeable of the nominee's service accomplishments.
- C.) **Narrative** – Answer the following **four** questions (limit responses to 250 words or less).

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?*

VI. Submission

- Completed nomination packets must be received via email or postmarked **by midnight on Wednesday, Feb. 26, 2014.**
- Email completed nomination packets to kccvs@yahoo.com or mail to:
KCCVS, Attn: Gov. Awards
275 E. Main St., 3W-E
Frankfort, KY 40601-2321
- Confirmation of receipt will be sent by email within five business days. If you do not receive notice within that time period, call Shannon Ramsey at (800) 239-7404, ext. 3841.

Thank you for your interest and participation.