



Established 1982

# GOVERNOR'S VOLUNTEER AWARDS 2009

## NOMINATION FORM

*Submission Deadline is March 9!*

The Governor's Volunteer Awards (GVA) program provides Iowa nonprofit and government organizations with an easy, cost-effective way to honor their volunteers with a prestigious state-level recognition award. Volunteers may be selected for an award in one of three categories: Individual; Group; or Length of Service.

Each June, regional award presentation ceremonies are held across the state to recognize hundreds of volunteers for their commitment, service, and time. Honorees are invited to attend the ceremony nearest their home address; nominators and agency coordinators are encouraged and welcome to attend to help congratulate their volunteers. Details about which ceremony volunteers have been invited to attend will be sent via e-mail and will also be posted at [www.volunteeriowa.org/awards](http://www.volunteeriowa.org/awards).

Recipients do not necessarily need to live in Iowa, but their service must have benefited Iowans or an Iowa organization. To help select your "Super Star" volunteer(s) for this award, think about their contribution to the agency/organization. What were the benefits of the nominee's efforts? What makes the accomplishments of this nominee more significant than those of other volunteers? How many hours were contributed by the volunteer to the agency/organization?

### **INSTRUCTIONS — PLEASE READ CAREFULLY**

- **Complete one form for EACH Individual, Group, or Length of Service award.** A couple, "Joe and Sally Jones", should each be submitted on a separate form for an "individual" award. Or, if they spent their time volunteering as a team they may be submitted together on one form for a "group" award.
- **Type or print legibly and complete ALL sections. Double-check the spelling of the nominee's name and verify that the mailing address is correct.** The information you provide will be used to prepare the award certificate and ceremony invitation from the Governor's Office, so accuracy is critical.
- **Even though these awards are "non-competitive", to ensure the handling fee is charged to the appropriate agency, ALL nomination forms must be submitted through and approved by a state agency, the Iowa League of Cities, or the Iowa Nonprofit Resource Center at The University of Iowa. Forms not submitted through the appropriate agency coordinator will not be honored.** Examples: a school should submit nominations through the Iowa Department of Education, while a local Scout troop would submit their nominations through the Iowa Nonprofit Resource Center and a City Parks Department would submit their selection through the Iowa League of Cities. County governments and Iowa affiliates of federal agencies may submit their completed forms through the Iowa Commission on Volunteer Service.
- **Handling Fee.** Affiliates and staff of state government agencies do not need to include a handling fee; that cost is covered by the state agency coordinating the awards. All other nomination forms must include a \$15 handling fee which covers the cost of printing certificates, invitations, and ceremony materials, as well as memento photos, pins, and postage. **Checks for the \$15 handling fee per award should be payable to: COORDINATING AGENCY**
- **RETURN COMPLETED FORM NO LATER THAN MARCH 9, 2009.** Keep a copy for your file and send the original form to the agency coordinator listed below. If this information is missing, you may find the appropriate coordinator for your organization at [www.volunteeriowa.org/awards](http://www.volunteeriowa.org/awards); just click on the "Find Your Coordinator" button.

**AGENCY COORDINATOR NAME**

**MAILING ADDRESS**

**CITY, STATE, ZIP**

**PHONE, E-MAIL**

- **Unfortunately, once in a while a volunteer will pass away before they receive their award.** In that instance, please contact the Program Coordinator immediately to request that the award be presented posthumously.
- **Have questions not covered here?** Visit [www.volunteeriowa.org/awards](http://www.volunteeriowa.org/awards), or contact the Program Coordinator: Jody Benz, Iowa Commission on Volunteer Service, [icvs@iowalifechanging.com](mailto:icvs@iowalifechanging.com), 515.242.4764 (toll-free: 1.800.308.5987).

**2009 GOVERNOR'S VOLUNTEER AWARD NOMINATION FORM**

**SUBMISSION DEADLINE: MARCH 9, 2009**

*Please type or print legibly, complete ALL sections and double-check for accuracy!  
If Page 1, which contains specific submission instructions, is not included with this form, please visit  
[www.volunteeriowa.org/awards](http://www.volunteeriowa.org/awards) for information on where to send your completed form.*

**AWARD TYPE (Select only ONE — do not combine multiple nominations on this form.)** *Except for Length of Service Awards, people or groups that previously received a Governor's Volunteer Award should NOT be nominated again.*

\_\_\_\_\_ **Individual** — To recognize an individual volunteer's exceptional achievement or contribution to the agency/organization.

\_\_\_\_\_ **Group** — To recognize significant contributions by service clubs, unions, schools, religious groups, families, etc. whose members volunteer as a group to further the mission of the agency/organization.

\_\_\_\_\_ **Individual Length of Service** — To recognize an individual's long-term commitment to one agency/organization. **Indicate years of service:** 5 / 10 / 15 / 20 / 25 / Other: \_\_\_\_\_ (increments of 5 years only)

\_\_\_\_\_ **Group Length of Service** — To recognize a group's long-term commitment to one agency/organization. **Indicate years of service:** 5 / 10 / 15 / 20 / 25 / Other: \_\_\_\_\_ (increments of 5 years only)

**AWARD RECIPIENT INFORMATION**

**For Individual awards, provide NAME OF INDIVIDUAL:** \_\_\_\_\_  
(Dr., Pastor, MSgt, etc., First Name, Last Name)

**For Group awards, provide:**

**NAME OF GROUP:** \_\_\_\_\_  
(Please keep it brief! The certificate only has enough space for approximately 35 characters.)

**GROUP CONTACT PERSON (REQUIRED):** \_\_\_\_\_  
(Dr., Pastor, MSgt, etc., First Name, Last Name)

**For ALL Awards, provide:**

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**City, State, Zip code:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**For printed materials that will be mailed, please indicate if recipient requires: Braille or large print.**  
(Invitation packets will ask recipients if other ADA accommodations are needed.)

**AWARD DESCRIPTION — Why was this individual or group chosen for an award?**

**Be very specific and brief.** Think about how you would explain to them why you have selected them for this honor. The information you provide will be included in a congratulatory letter to the recipient from the Executive Director of the Iowa Commission on Volunteer Service. It may help to simply finish this sentence: "It is my great pleasure to inform you that you have been selected to receive a Governor's Volunteer Award for:

\_\_\_\_\_  
(i.e., serving on the XYZ board of directors; your devotion to tutoring students at ABC Elementary; organizing an extremely successful fundraising drive; participating in the Adopt-a-Highway program; etc.).

**PERSON COMPLETING THIS FORM**

**Name:** \_\_\_\_\_  
(Dr., Pastor, MSgt, etc., First Name, Last Name)

**Organization:** \_\_\_\_\_  
(Please use complete name of the organization; do NOT use acronyms or abbreviations)

**Phone:** ( ) \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
(REQUIRED, if you wish to be notified about the presentation ceremonies)

**STATE AGENCY STAFF — please include cost code to be charged:** \_\_\_\_\_