


















- 1  **Governor's Volunteer Awards Program Overview 2009**
- 2  **Background**
  - ▶ Governor's Volunteer Awards program started in 1982.
  - ▶ Each year 600 to 1,500 Iowans are honored during regional ceremonies held across the state.
  - ▶ Multi-agency steering committee provides guidance for the program.
  - ▶ Agency contacts coordinate nomination process for their staff and partners.
  - ▶ Program Coordinator is responsible for all aspects of the program.
- 3  **Goals**
  - ▶ Encourage recognition of outstanding and dedicated volunteers.
  - ▶ Provide an easy, cost-effective way for organizations to honor their volunteers with a prestigious state-level recognition award.
  - ▶ Streamline and continually improve the nomination and recognition process.
  - ▶ Publicly honor and thank Iowa's Super Star volunteers.
- 4  **Changes for 2009**
  - ▶ Training for the awards process will be held as needed or requested.
  - ▶ A password is no longer needed to access coordinators' section of Web site (however, individual usernames and passwords are still required to access the data entry system).
  - ▶ Agency Coordinators are no longer required to send a congratulatory letter to their recipients; official letters will be sent to all recipients from Adam Lounsbury, Executive Director of the Iowa Commission on Volunteer Service.
- 5  **Remaining the same**
  - ▶ Handling fee charged to state government agencies is \$9.00 per award; Iowa League of Cities and Iowa Nonprofit Resource Center fee remains \$10.
  - ▶ Presentation ceremonies are being planned for June.
  - ▶ Username and passwords for the online database.
- 6  **Steering Committee Responsibilities**
  - ▶ Planning, development and improvement of the awards nomination process, guidelines, and procedures.
  - ▶ Reviewing feedback from agency coordinators and award recipients to improve future awards cycles.
- 7  **Program Coordinator Responsibilities**
  - ▶ Develop, improve, and distribute nomination materials.
  - ▶ Provide training and technical assistance to all agency awards coordinators.
  - ▶ Collect approved nominations from all agency awards coordinators.
  - ▶ Coordinate development and mailing of congratulatory letters to award recipients.
- 8  **Program Coordinator Responsibilities**
  - ▶ Coordinate development and mailing of the Governor's invitations and ceremony details to award recipients.
  - ▶ Coordinate all awards ceremony arrangements with the local committee for each site.
  - ▶ Prepare the award certificates.
  - ▶ Mail ceremony photos and/or certificate packets to award recipients following the ceremonies.
  - ▶ Prepare necessary documentation to properly invoice each agency for its awards.
- 9  **Award Coordinator Responsibilities**
  - ▶ Serve as the single point of contact for the program coordinator.
  - ▶ Be familiar with the nomination procedures and how to use the online database – the Program Coordinator is available for assistance when needed.
  - ▶ Customize, distribute, and collect nomination materials for your agency staff as well as the staff of agency sub-divisions and branch offices.

- 10  **Award Coordinator Responsibilities**
- ▶ Keep original nomination forms for two years or as your agency may require.
  - ▶ Coordinate the internal review and approval of nominations.
  - ▶ Cross-reference new nominations against nominations from past years — except for Length of Service Awards, people or groups honored previously should NOT be nominated again by the same organization.
- 11  **Award Coordinator Responsibilities**
- ▶ Respect and meet deadlines.
  - ▶ Enter award recipient information into the online database accurately. Use upper and lower case letters (NOT ALL CAPS) and be careful to avoid typos.
  - ▶ Provide cost code (fund, agency, and org.) numbers to be charged for handling fees.
  - ▶ Provide feedback to GVA Program Coordinator to help improve the nomination process and/or awards ceremonies.
- 12  **Deadlines, Activities, and Who's Responsible**
- ▶ Feb. 2 -- Distribute nomination forms to staff of agency, sub-divisions, branches, and partnering organizations (Agency Awards Coordinator)
  - ▶ March 9 -- Submit nomination form to Agency Awards Coordinator (Nominators)
  - ▶ April 1 -- Submit nomination data via Internet (Agency Awards Coordinator)
  - ▶ April 8 -- Send congratulatory letter to award recipients (GVA Program Coordinator)
  - ▶ April 22 -- Make address and spelling corrections in database (Agency Awards Coordinator or GVA Program Coordinator)
  - ▶ May 4 -- Send invitation from Governor's Office inviting recipients to attend award ceremony (GVA Program Coordinator)
  - ▶ May 18 -- RSVP with any ADA requests (Award Recipients)
- 13  **Nomination Process**
- ▶ VERY IMPORTANT INFORMATION!
    - Coordinators *must* customize nomination forms before distributing them (whether by hard copy, electronically, or both).
    - DO NOT distribute the form without Page 1 overview and instructions.
    - Forms should be distributed by February 2.
    - If your agency's customized form will be available online, send a link for inclusion on the awards Web site to [jody.benz@iowalifechanging.com](mailto:jody.benz@iowalifechanging.com).
- 14  **Nomination Process**
- ▶ Forms should be returned to agency coordinator no later than March 9, 2009 (if you do not need three weeks to complete your data entry, you may extend this deadline for your staff and partners).
  - ▶ Award nominations should be reviewed and approved internally to ensure accuracy and completeness.
  - ▶ ALL nominations approved and submitted by state agencies will be honored, unless the recipient is deemed inappropriate by the Governor's Office.
- 15  **Nomination Process**
- ▶ Web-based data entry must be completed by agency coordinators by close of business on April 1.
  - ▶ Congratulatory letter from ICVS will be mailed by program coordinator no later than April 8.
  - ▶ Name and address corrections to be made to database by agency coordinators or program coordinator by April 22.
- 16  **Nomination Process**
- ▶ Program Coordinator will send ceremony invitation from Governor to recipients with exact date, location and time of ceremony. Mailing date: May 4.
  - ▶ Recipients RSVP with any ADA needs. Deadline: May 18.
  - ▶ Regional ceremonies to be held in June.
- 17  **Public Area of Web site**

## **www.volunteeriowa.org/awards**

- ▶ Public area on Web site includes:
  - Overview of GVA program
  - Nomination guidelines
  - List of agency coordinators and their responsibilities
  - List of steering committee members and their responsibilities
  - Ceremony locations and links to maps
  - Who to contact with questions

### 18 **Coordinators' area of Web Site**

- ▶ From anywhere in awards Web site, click on "coordinators ONLY" button to get to this area which includes:
  - Contact info for GVA Program Coordinator
  - Deadlines
  - Documents to download:
    - nomination form
    - data download instructions
    - samples of documents recipients will receive
  - Access to online data entry and retrieval system

### 19 **Database Access**

- ▶ In the coordinators' section, click on the "LOGIN HERE..." link to access the online data entry and retrieval system (individual login and password needed for database access)
- ▶ Please remember whenever you are working in the database to type with upper and lower case – NOT ALL CAPS!
- ▶ Your personal ID and password have not changed from 2008. If you are a new coordinator, Jody Benz will provide you with a login and password.

### 20 **Data Entry**

- ▶ Click on "Add New" to begin entering records
- ▶ Enter a first name and last name or group name; the system will automatically check for duplicates.
- ▶ If the nominee you want to add does not appear on the list, click on "Continue to Add New"
- ▶ Fill in all fields on the online screen
- ▶ VERY IMPORTANT STEP! Click on the "Save this record" button before proceeding to the next record.

### 21 **Data Retrieval**

- ▶ In the coordinators section, click on the "LOGIN HERE..." link to access the online data entry and retrieval system
- ▶ Choose which year(s) you need records for
- ▶ Leave "Search For" box empty
- ▶ Click on "Search" button
- ▶ Click on "Excel Results" button
- ▶ Save file to your computer

### 22 **Summary**

- ▶ Web site: [www.volunteeriowa.org/awards](http://www.volunteeriowa.org/awards)
  - Click on the "coordinators ONLY" button at the top of the page to get to the coordinators' section (no password needed).
  - Coordinators and their assistants must use their own personal username and password to access the online database.
- ▶ Questions? Suggestions? Forgot your password? Contact Jody Benz, Iowa Commission on Volunteer Service: 515.242.4764, [jody.benz@iowalifechanging.com](mailto:jody.benz@iowalifechanging.com)

### 23 **Steering Committee Members**

- ▶ Program Coordinator — Jody Benz, Iowa Commission on Volunteer Service, 515.242.4764, [jody.benz@iowalifechanging.com](mailto:jody.benz@iowalifechanging.com)

- ▶ Adam Lounsbury, Iowa Commission on Volunteer Service, 515.242.5466, adam.lounsbury@iowalifechanging.com
- ▶ K.C. Hummel, Department of Cultural Affairs, 712.366.4900, kc.hummel@iowa.gov
- ▶ Clay Smith, Department of Natural Resources, 515.281.8654, clay.smith@dnr.state.ia.us
- ▶ Adam Gross, Governor's Office, 515.281.0159, adam.gross@iowa.gov
- ▶ Cindy Jones, Governor's Office, 515.281.0165, cindy.jones@iowa.gov

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**On behalf of the entire steering committee, THANK YOU . . .**

for everything you do to help honor Iowa's great volunteers!! Your assistance is truly appreciated and the program could not work without you!

*Jody Benz, GVA Program Coordinator*