

GOVERNOR'S VOLUNTEER AWARDS CEREMONY INFORMATION

Details and map included on back of this sheet.

Congratulations on being selected for a Governor's Volunteer Award! We hope you will be able to attend the recognition ceremony to accept your award in person. The following information should answer any questions you may have, so please review it carefully.

Award Type: The type of award you have been selected for is indicated on the mailing label of your invitation (Individual, Group, Disaster, or Length of Service).

RSVP: You do NOT need to reply unless you are a person with a disability who needs special accommodations. In that case, we need to hear from you as soon as possible (see below).



Requests for accommodations: If you are a person with a disability, please e-mail icvs@iowa.gov or call 1.800.308.5987 at least 14 days prior to the ceremony date to let us know how we may help you participate in the ceremony (Braille, large print, sign language interpreter, seating for an assisting person, or other request). Each ceremony location is fully ADA accessible.

Dress: We suggest you choose something that you are comfortable with and would want to be wearing in a photo receiving this special honor.

Registration: Allow sufficient time to park, check in at the registration table, and find your reserved seat before the ceremony begins, but **please do not check in more than one hour prior to the ceremony** — the local committee needs to be ready for you! “Group” award representatives should register in the name of the organization **exactly** as it appears in the “Name for Certificate” line on your invitation. Guests do not need to check in.

Seating: To make the ceremony flow smoothly and keep recipients in the proper order, just one seat is reserved for each award recipient, whether that is an individual or a group. A special section of seating is reserved nearby for additional members of groups receiving awards so everyone in the group may go on stage together to accept the award. Plenty of non-reserved seating is available for guests.

Presentation of Awards: Recognition is conducted much like a graduation ceremony; award recipients are seated in alphabetical order in a special reserved section and ushers escort everyone to the stage one row at a time. **FOR GROUP AWARDS** — When the representative of the group stands up to go on stage, other members of the group should join them in the line.

Time: The ceremony will last approximately 90 minutes and will be followed by a reception for honorees and guests.

Photos: A professional photographer will be on hand to take a keepsake photo of you accepting your award. Your guests are welcome to bring a camera to take additional photos for you. One 5 X 7 copy will be mailed to you shortly after the ceremony. Instructions for obtaining an electronic copy of your photo will be included in the packet you receive at the ceremony.

Absence: If you cannot attend, your award certificate, lapel pin, and packet will be mailed to you shortly after the ceremony. In the event an award is being presented posthumously, a family member is welcome to attend the ceremony to accept the award.

More information: If you have questions that are not answered here, contact Jody Benz at the Iowa Commission on Volunteer Service: icvs@iowa.gov or 515.725.3094 (toll-free, outside the Des Moines area: 1.800.308.5987).

_____ **Ceremony**

[DATE/TIME]

[BUILDING/ROOM]

[ADDRESS]

[CITY, STATE]

[CEREMONY SPECIFIC MAP/DIRECTIONS]