



2011 GOVERNOR'S VOLUNTEER AWARDS

Submission Deadline is May 2!

If you have questions not covered here, visit www.volunteeriowa.org/awards or contact the Iowa Commission on Volunteer Service: icvs@iowa.gov, 515.725.3094 (toll-free: 1.800.308.5987).

The Governor's Volunteer Awards (GVA) program provides a non-competitive¹, easy and low-cost way to honor local volunteers with a prestigious state-level recognition award. Volunteers may be selected for an award in one of several categories: Individual; Group; Disaster Volunteer; or Length of Service. Each summer, regional award presentation ceremonies are held across the state to recognize hundreds of volunteers for their commitment, service, and time. Details about which ceremony volunteers are invited to attend will be posted at www.volunteeriowa.org/awards as information is confirmed.

To ensure the handling fee is charged to the appropriate agency, ALL nomination forms must be submitted through and approved by an official Governor's Volunteer Awards coordinator. Forms not submitted through the appropriate agency coordinator will not be honored. Examples: a K-12 school or community college should submit a nomination through the Iowa Department of Education, while a local Scout troop would submit their names 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, and private colleges and universities may send their nominations through Iowa Campus Compact.

INSTRUCTIONS — PLEASE READ CAREFULLY

- **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?
- **Complete one form for EACH award.** A couple, "Joe and Sally Jones", should be submitted on separate forms so they each receive an "individual" award. Or, if they spent their time volunteering together as a team it is acceptable to submit their names 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, so accuracy is critical.
- **Handling Fee.** In most cases, 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 BY MAY 2, 2011.** 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; just click on the "Find Your Coordinator" button.
AGENCY COORDINATOR NAME
MAILING ADDRESS
CITY, STATE, ZIP
PHONE, E-MAIL
- **Posthumous Awards.** Unfortunately, once in a while a volunteer will pass away before they receive their award. In that instance, please contact the Iowa Commission on Volunteer Service so the award notification may be sent to a family member and the award can be presented posthumously: icvs@iowa.gov, 515.725.3094.

¹ *Non-competitive means the person filling out the nomination form is actually notifying the state that they have determined the individual or group listed is deserving of this honor. Other than the awards coordinator verifying that the nominee has not received a Governor's Volunteer Award in the past, there is no further review process at the state level to decide who does or does not get an award. However, the Governor's Office reserves the right to refuse to bestow an award if it is deemed inappropriate.*

THIS FORM FOR USE BY STAFF AND AFFILIATES OF [AGENCY NAME] ONLY

2011 GOVERNOR'S VOLUNTEER AWARD NOMINATION FORM

SUBMISSION DEADLINE: MAY 2, 2011

ALL nomination forms must be submitted through and approved by an official Governor's Volunteer Awards coordinator. **Forms not submitted through the appropriate agency coordinator will not be honored.**

INSTRUCTIONS: Except for Length of Service or Disaster Volunteer Awards, people or groups that previously received a Governor's Volunteer Award should NOT be nominated again by the same agency/organization. **Type or print legibly, complete ALL sections and double-check for accuracy!** If Page 1, which contains detailed submission instructions, is not included with this form, visit www.volunteeriowa.org/awards/coordinators.html to download a copy or contact the Iowa Commission on Volunteer Service at icvs@iowa.gov or 515.725.3094.

FOR AN INDIVIDUAL AWARD: _____
(Dr., Pastor, MSgt, etc., First Name, Last Name)

FOR A GROUP AWARD: _____
(Name of Group. Please keep it brief! The certificate only has enough space for approximately 35 characters.)

CONTACT PERSON FOR THE GROUP (REQUIRED): _____
(First and last name of someone who represents the group and can share ceremony information with the group's members)

STATE AGENCY STAFF — include cost code to be charged: _____
(Fund, Agency, Org, Sub-org)

MAILING ADDRESS (if this award is for a school-based volunteer or group, please include a contact person's home mailing address rather than the school's address since ceremony invitations may be mailed after schools and colleges are out for the summer):

Mailing Address: _____

City, State, Zip code: _____

Phone: () _____ **E-mail (if known):** _____

SELECT ONLY ONE AWARD TYPE; DO NOT COMBINE MULTIPLE NOMINATIONS ON THIS FORM:

- Individual Governor's Volunteer Award** (to recognize an *individual volunteer's* exceptional achievement or contribution to the nominating agency/organization)
- Individual Disaster Volunteer Award** (special recognition for *individuals* who responded in an extraordinary manner during or after a disaster)
- Individual Length of Service Award** (to recognize an *individual's* long-term volunteer commitment to one agency/organization)
 Indicate years of service: 5/10/15/20/25/Other: _____ (increments of 5 years only)
- Group Governor's Volunteer Award** (to recognize members of service clubs, unions, schools, religious groups, families, etc. who *volunteer as a group or team* to further the mission of the nominating agency/organization)
- Group Disaster Volunteer Award** (special recognition for *organized groups of volunteers* who responded in an extraordinary manner during or after a disaster)
- Group Length of Service Award** (to recognize the long-term volunteer commitment of *several individuals who volunteer as a group or team* for one agency/organization)
 Indicate years of service: 5/10/15/20/25/Other: _____ (increments of 5 years only)

AWARD DESCRIPTION — Why was this individual or group chosen for an award? **Be very specific and brief.** How would you explain to them (or to the media) how much their time and efforts are appreciated?

(i.e., serving on the board of directors; tutoring students; organizing a fundraising drive; participating in the Adopt-a-Highway program; etc.)

NOMINATION SUBMITTED BY: _____
(First Name, Last Name)

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

Phone: () _____ **E-mail:** _____