



## Governor's Volunteer Awards Ceremony Information

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 from the Governor, Lt. Governor, or First Lady.

The following information should answer any questions you may have about the ceremony.

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

**RSVP:** There is no need to reply unless you are a person with a disability who may need special accommodations. In that case, we need to hear from you by May 16 (details near end of this sheet).

**Seating:** One seat will be reserved for "Individual" recipients and two seats will be reserved for representatives of "Group" awards. A special section of seating will be reserved nearby for additional members of groups receiving awards. Plenty of seating is available for guests.

**Time:** The ceremony will last approximately an hour and a half. A reception for award recipients and guests will follow.

**Registration:** Allow sufficient time to park, register, 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! When you arrive, check in at the registration table. "Group" award representatives should register in the name of the organization as it appears on the mailing label of your invitation. Guests do not need to check in.

**Dress:** We suggest you choose something that you are comfortable with and would want to be wearing in a photo with the Governor, Lt. Governor, or First Lady.

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**Presentation of Awards:** Awards are presented much like a graduation ceremony; individuals and representatives of groups are seated in a special reserved section and ushers escort everyone to the stage one row at a time. **FOR GROUP AWARDS** — When the representatives of the group stand up to go on stage, other members of the group join them in the line.

**Photos:** A professional photographer will be on hand to take a photo of you receiving your award. Two copies will be mailed to you shortly after the ceremony and you will be able to order additional copies online. Your guests are welcome to bring a camera to take additional photos for you.

**Absence:** If you cannot attend, your award certificate 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.



**Carpooling:** Occasionally, an award recipient is unable to drive to the ceremony. If you would like to ride with another recipient, or if you are willing to provide transportation for someone else from your area, please e-mail [icvs@iowalifechanging.com](mailto:icvs@iowalifechanging.com).



**Requests for accommodations:** If you are a person with a disability, please e-mail [icvs@iowalifechanging.com](mailto:icvs@iowalifechanging.com) or call 1.800.308.5987 by May 16 to let us know how we may help you participate in the award ceremony (Braille, large print, sign language interpreter, seating for an assisting person, or other request). All ceremony locations are fully accessible.



**More information:** If you have questions that are not answered here, contact Jody Benz at the Iowa Commission on Volunteer Service: [icvs@iowalifechanging.com](mailto:icvs@iowalifechanging.com) or 515.242.4764 (toll-free: 1.800.308.5987).

