



# 2018 NOMINATION FORM



**Nominations Due or Postmarked by June 8, 2018**



**STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON 25305**

**JIM JUSTICE  
GOVERNOR**

## GREETINGS FROM THE GOVERNOR

Dear West Virginians:

As your Governor, I am honored to present the 2018 Governor's Service Awards to individuals and groups who demonstrate the true spirit of volunteerism. Volunteerism brings West Virginians together to spread kindness and uplift our communities. When we uplift others, we can see our true potential and rise to something much greater than ourselves.

This is a wonderful opportunity to share the stories of those who have dedicated their time and talents to serve others and build a bright future for West Virginia. I encourage you to nominate an outstanding individual, organization, family, or business that stands out as a volunteer superstar.

Without your nomination, we could miss a wonderful opportunity to honor those who give so much of themselves and expect so little in return. The deadline for nominations is June 8th, 2018.

For additional information on this program, please contact Volunteer West Virginia, the State's Commission for National and Community Service, at 304-558-0111 or visit [volunteerwv.org](http://volunteerwv.org).

Sincerely,

A handwritten signature in blue ink, which appears to read "Jim Justice".

Jim Justice  
Governor

## Award Categories

Awards may be presented to nominees in each of the following categories for significant volunteer service contributions in 2017-2018. Because the goal of the Governor's Service Awards is to recognize outstanding and extraordinary volunteer service efforts, awards are not always given in all categories. More than one award may be made per category.

### Youth

Recognizes young individuals aged 6-18 who made significant contributions in 2017-2018 through outstanding volunteer efforts that serve as models for other young volunteers.

### Young Adult

Recognizes the outstanding volunteer contributions of an individual aged 19-30 for volunteer service in 2017-2018.

### Adult

Recognizes the outstanding volunteer contributions of an individual aged 31-59 for volunteer service in 2017-2018.

### Senior

Recognizes the outstanding volunteer contributions of an individual aged 60 or older for volunteer service in 2017-2018.

### Disaster Service

Recognizes an individual or organization that made outstanding volunteer contributions to disaster services in West Virginia in 2017-2018.

### Lifetime Achievement

Recognizes an individual who, over the course of his or her lifetime, has made significant contributions to West Virginia through volunteer efforts.

### Family

Recognizes at least two members of the same family who provided outstanding volunteer service together in 2017-2018.

### Organization

Recognizes a group or organization providing outstanding volunteer service in 2017-2018.

### Business

Recognizes a business that supported volunteerism through their policies and practices in 2017-2018.

## Eligibility

- Any individual, organization, group, family, or business in West Virginia actively engaged in voluntary service benefiting the state may be nominated.
- Except for Lifetime Achievement, nominations should include significant activities occurring during 2017-2018.
- Employees and members of the board of Volunteer West Virginia, the Office of the Governor, and the Office of the Secretary of Education and the Arts are not eligible to receive an award and may not submit nominations.
  - Posthumous nominations are not eligible.
  - Individuals, organizations and families that have received an award in the last ten years are not eligible for consideration.

## General Information

- Recipients of the Governor's Service Award will receive the award from the Governor at a banquet on September 6, 2018 at the Culture Center in Charleston
- Volunteer West Virginia cannot respond to queries about specific nominations.
- Submitted materials cannot be returned.
- No more than three nominations may be submitted by the same nominator.
- Decisions of the independent panel of judges are final.
- A list of the 2018 Governor's Service Award recipients will be posted on Volunteer West Virginia's website by July 31, 2018 at [www.volunteerwv.org](http://www.volunteerwv.org).

**CELEBRATING  
West Virginia Volunteers!**



# Nomination Form

All nominations must be complete in one package when submitted. Any materials received separately will not be processed or considered in the judging.

Please include the following:

## Official Nomination Form

Indicate the award category in the left-hand column of the form, and complete all the information requested. For individuals, please indicate the nominee's age. For families, organizations, and businesses identify a contact person who will represent the group at the awards banquet.

## The Statement

Attach a narrative statement of 500 words or less that describes the nominee's community service activities and that illustrates how those activities address the community's needs. In the review process, the judges use the statement criteria listed below. Please be sure to address each of these criteria within the statement. Include specific information on how and when the activity began.

## Supporting Materials

Up to five 8.5" x 11" pages (front and back) of supporting materials may be submitted along with the nomination form. Do not submit electronic media, display materials or scrapbooks. All submitted materials become the property of Volunteer West Virginia and will not be returned.

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## Helpful Hints

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*Responses to the criteria questions should be specific and should highlight the special qualities, impacts and commitment that make the nominee's service unique. Well-written nominations with supporting materials score higher with the review panel.*

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*Governor Jim Justice and Volunteer West Virginia, the state's Commission for National and Community Service, in celebration of volunteers across West Virginia, invite nominations for the 2018 Governor's Service Awards.*

*Every day, extraordinary individuals, organizations, families, and businesses effect real change in their communities through volunteer service. They are the catalysts that help people and groups move past their*

# Statement Criteria

Please remember that the reviewers' only knowledge about the nominee's volunteer efforts is through the material submitted with the nomination. Your 500-word statement should address the following criteria that will be used in reviewing and judging the nominations:

## Community Need

What community need did the nominee address? How did the nominee recognize the need? What motivated the nominee to become involved in the volunteer activities? Why did the nominee believe this activity was important?

## Achievement

What did the nominee do to meet the community need through volunteer service? With the exception of Lifetime Achievement, the nomination should be made primarily for the actual accomplishments achieved in the 2017-2018 calendar year. The statement might answer such questions as:

- What significant event occurred for which the nominee was responsible?
- How many people were served?
- Did the nominee recruit other volunteers to help with the project?
- What long-term impact has the volunteer activity had on the community?

## Ongoing Involvement

What is the nominee's ongoing involvement? Is the service hands-on and ongoing or outstanding service for a short-term crisis?

## Impact

What difference was made in the community or the state because of what the nominee did? *Be specific.*

## Innovation

How was the nominee innovative in performing volunteer service, in such areas as building community support, generating resources, recruiting volunteers, developing public/private partnerships? How did the nominee overcome any unique challenges to perform the service?

*differences to build shared understanding and solve common problems. Volunteers give West Virginia hope for the future.*

*As the Governor's advisory board on matters relating to service and volunteerism, Volunteer West Virginia mobilizes resources, promotes an ethic of service, and empowers communities to solve problems and improve the quality of life for individuals and communities.*



## OFFICIAL 2018 NOMINATION FORM

### IMPORTANT

To be considered as a nomination, this form **MUST** be accompanied by a statement of 500 words or less and may also include five (5) pages of other supporting materials.

Nominations **must be postmarked** by June 8, 2018.

**Volunteer West Virginia**  
**Attn: 2018 Governor's Service Awards**  
**600 Capitol Street**  
**Charleston, WV 25301**

### AWARD CATEGORY

Please indicate the appropriate category. A nominee may only be nominated in one category.

- ☐ **YOUTH (6-18)**
- ☐ **YOUNG ADULT (19-30)**
- ☐ **ADULT (31-59)**
- ☐ **SENIOR (60 and older)**
- ☐ **DISASTER SERVICE**
- ☐ **LIFETIME ACHIEVEMENT**
- ☐ **FAMILY**
- ☐ **ORGANIZATION**
- ☐ **BUSINESS**

*Please feel free to copy the nomination form.*



**Volunteer  
West Virginia**

The State's Commission for National and Community Service

304-558-0111 | volunteerwv.org

Nominee's Name \_\_\_\_\_

Contact (if nominee is an organization or group) \_\_\_\_\_

Nominee's Age \_\_\_\_\_ Years of Operation (if nominee is an organization or group) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

### VERIFICATION

Please list three (3) references who can verify the scope and extent of the nominee's community service. References may **NOT** be the nominator, nominee, relative of the nominee, or someone who has contributed to the nomination packet.

**1** Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**2** Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**3** Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### SUMMARY

Please provide a brief statement describing the nominee's voluntary community service activity.

Nominator's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Relationship to Nominee \_\_\_\_\_

E-mail \_\_\_\_\_

**IS YOUR NOMINATION PACKET COMPLETE?**