



Serve Washington

Changing Communities. Changing Lives.

Governor's Volunteer Service Awards 2020 Nomination Guidelines and Sample Form

Serve Washington, the bipartisan, Governor-appointed commission on national and community service presents the "Governor's Volunteer Service Awards." The purpose of these awards are to honor the extraordinary service of individuals, families, service groups and volunteer programs who make a difference in their communities and to highlight the importance of volunteerism across Washington state. Nominations are open to all individuals and are not limited to AmeriCorps and other national service volunteers.

Serve Washington supports programs that bring diverse individuals and perspectives together to serve our state. Through the Governor's Volunteer Service Awards we recognize individuals and groups who reflect the diversity of our state for their contributions toward effectively addressing the issues that face our communities.

Awards will be presented in each of the following categories:

Individual Awards:

AmeriCorps Alum	Environment	Teen (13-18 years of age)
Animal Welfare	Health Care	Veteran
Arts & Culture	Human Services	Youth (up to 12 years of age)
Disaster Preparedness & Response	Public Safety	
Education		

National Service Awards:

AmeriCorps Member
AmeriCorps VISTA Member
Senior Corps Program Participant

Group Awards:

Citizen Corps Program
Community-based Program/Organization
Employer-based Program
Service Group
Volunteer Family

A panel of judges comprised of Governor-appointed commission members will select the award recipients. The deadline to submit your nomination is **January 30, 2020** by **5:00 PM PST**. Recipients will be notified the week of **March 11, 2020**.

Serve Washington will host a ceremony at the Executive Mansion in Olympia to honor the 16th Annual Governor's Volunteer Service Award recipients on **April 28, 2020**.

How to submit your nomination: Complete the online nomination form available at https://www.surveymonkey.com/r/gvsa_2020_nominationform. Questions and requests to receive in alternate format should be sent to servewa@ofm.wa.gov or 360-902-0656.

We will seek the assistance of the nominator to provide a quality photo of the nominee upon notification of selection.



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Guidelines and Selection

Eligibility Guidelines:

- Volunteers may be nominated by an individual or organization.
- Focus on volunteer service for the past calendar year only.
- Volunteer service must be performed in Washington and may not include hours served as part of academic credit or court-ordered community service.
- Nominee's volunteer organization must serve the community at large (not limited to its own members).
- The nomination statement must be limited to the word count provided **(300 words in total)**.
- In the event multiple nominations are received for the same individual in multiple categories, the nominee is only eligible to receive one award.
- Only a current member or participant of a national service program in Washington (e.g. AmeriCorps, AmeriCorps VISTA, AmeriCorps NCCC, or Senior Corps programs such as RSVP, FGP, and SCP) is eligible for the National Service Awards category. Alternatively, they may be nominated in one of the other award categories as appropriate.
- Serve Washington staff and commission members are not eligible to receive an award, or to nominate volunteers for awards.
- Entries are received in confidence, are scored by a team of commission members, and become the property of Serve Washington.
- Please do not submit any attachments, videos, news clips, etc.

Selection:

- Award selections are based on the nominee's volunteer efforts, commitment of time, accomplishments, community impact and enhancement of the lives of others, as described in the nomination statement. The elements of the statement include:
 - Nominee's outstanding accomplishments.
 - The impact of their service on the community.
 - Nominee's outstanding commitment to volunteerism.
- Serve Washington will select award recipients based on merit and eligibility.
- Multiple nominations will not add extra weight to the decisions. Only one nomination will be considered for any individual or group.
- Serve Washington may use discretion to move an individual or group into a different category if deemed appropriate.
- Serve Washington reserves the right to withhold distribution of an award if deemed appropriate.



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Volunteer Service Categories and Descriptions

1. **AmeriCorps Alum:** an individual who served in AmeriCorps or VISTA who has demonstrated outstanding volunteer service that continued following their term of service.
2. **AmeriCorps Member:** an individual serving a term in AmeriCorps who has demonstrated outstanding volunteer service. The volunteer service must be above and beyond the requirements of the designated program.
3. **AmeriCorps VISTA Member:** an individual serving a term in VISTA who has demonstrated outstanding volunteer service. The volunteer service must be above and beyond the requirements of the designated program.
4. **Animal Welfare:** an individual serving to alleviate suffering inflicted on animals by people.
5. **Arts and Culture:** an individual who volunteers with an arts or cultural organization.
6. **Disaster Preparedness & Response:** an individual who volunteers in disaster preparedness, response, recovery or mitigation activities. (This includes Citizen Corps. This does not include paid first responders).
7. **Education:** an individual who volunteers in the K-12 education system.
8. **Environment:** an individual who volunteers on environmental issues.
9. **Health Care:** an individual who volunteers in a healthcare institution and/or for healthcare issues.
10. **Human or Social Services:** an individual's action which serves to assist others in navigating through crisis or chronic situations; an individual serving to build stronger communities, promote equality, social justice and/or opportunity.
11. **Public Safety:** an individual who volunteers for the welfare and protection of others.
12. **Senior Corps:** an individual serving in the Foster Grandparent Program, Senior Companion Program or the Retired and Senior Volunteer Program (RSVP) who has demonstrated outstanding volunteer service. The volunteer service must be above and beyond the requirements of the designated program.
13. **Teen** (13-18 years of age)
14. **Veteran:** a former member of the armed forces who volunteers serving veterans.
15. **Youth** (up to 12 years of age)

VOLUNTEER PROGRAMS AND GROUPS

16. **Citizen Corps Program:** Citizen Corps programs include Community Emergency Response Teams (CERT), Medical Reserve Corp, Fire Corps, Volunteers in Police Service and Fire Corps.
17. **Community-based Program/Organization:** a nonprofit, civic or government entity that mobilizes volunteers as a strategy to achieve its mission and goals and show demonstrable community impact. They go beyond episodic volunteerism and are committed to long-term community engagement.
18. **Employer-based Program:** A corporate program that promotes and supports volunteerism.
19. **Service Group:** A group of volunteers (faith-based, civic, leadership, etc.) meeting the needs of the community by providing service to the community at large.
20. **Volunteer Family:** A family that volunteers together on the same project(s).



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Nomination Form Sample

(Nominator must ensure all requirements for nomination are met)

Nominee Information:

(Note: Provide primary contact person for the group, program or family nomination. Family nomination-see supplemental page.)

Name: _____ Group Name: _____
(or point of contact for group nomination) (Service Group/Citizen Corps/Community-based/Employer-Based Program)

Address: _____

City/Zip: _____ County: _____

Phone: _____ E-mail: _____

The following information is used to compile demographic data of volunteers and is optional, except for age if Youth/Teen nominee.

Age: _____ Gender: _____ Ethnicity: _____

Volunteer Position Title: _____

Organization Served by Nominee:

Organization: _____

Address: _____ City/State/Zip: _____

E-mail: _____ Phone: _____

County being served: _____

Are you the immediate supervisor of the volunteer being nominated? Yes ___ No ___

*If no, provide name of nominee's immediate supervisor for volunteer activities: _____

*If no, what is your relationship with the nominee? _____

Select one award category in which the nominee's volunteer service most closely aligns:

- | | | |
|---|--|--|
| <input type="checkbox"/> AmeriCorps Alum | <input type="checkbox"/> Environment | <input type="checkbox"/> Youth (up to 12 years of age) |
| <input type="checkbox"/> AmeriCorps Member | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Citizen Corps Program |
| <input type="checkbox"/> AmeriCorps VISTA | <input type="checkbox"/> Human/Social Services | <input type="checkbox"/> Community-Based Program |
| <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Employer-Based Program |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Senior Corps | <input type="checkbox"/> Service Group |
| <input type="checkbox"/> Disaster Preparedness & Response | <input type="checkbox"/> Teen (13-18 years of age) | <input type="checkbox"/> Volunteer Family |
| <input type="checkbox"/> Education | <input type="checkbox"/> Veteran | |

Nominator Information:

Name: _____ Organization: _____

Address: _____ City/State/Zip: _____

E-mail: _____ Phone: _____



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Nomination Statement

Statements should be written in third person. Ensure all elements of the information requested are addressed in the nomination statement. There is a **300 word limit in total for all elements combined**. The application review committee will only consider the first 300 words. It is highly recommended to draft the statement in a Word document to view word count, then copy and paste by section in online form.

Elements

Explain the primary reasons for nominating this individual, program, group, or family in the selected category. Nomination statements will be evaluated based on each of the below bullet items. The suggested questions under each section are examples to help as you write your nomination.

- **Accomplishments over the last year. (125 words max)**
 - a. Identify what was achieved; include using numbers to focus on results.
 - b. Share how the volunteer, group or family has provided direct service.
 - c. Describe any leadership contributions the volunteer, group or family has made towards the program
- **The impact of their service on the community. (125 words max)**
 - a. How has the group, family or volunteer's activities impacted their community?
 - b. How did the group, family or volunteer's effort move the organization's mission forward?
 - c. How has the group, family or volunteer's work supported or prioritized diversity, equity, and inclusion?
- **Outstanding commitment to volunteerism. This can be seen in a variety of ways. (50 words max)**
 - a. Describe the time commitment on a weekly and annual basis. Specify how many hours and duration of time volunteering.
 - b. Describe if the group, family or individual has taken on additional volunteer roles or shown volunteer leadership with programs, events or efforts.
 - c. If the individual, group or family volunteer activities are with multiple organizations share information about the other volunteer commitments/activities.

For Volunteer Groups or Programs:

- **Diversity, Equity and Inclusion within volunteer programs (200 words max).** *This element is not required, but is valued by the review committee.* We believe volunteering can be a tool for connection and community building if we are intentional about how we: talk about volunteering, educate volunteers, recruit volunteers, share our resources, and distribute power.
 - a. Describe how the volunteer program is rooted in community and implements services, processes or programs that are informed by underserved, underrepresented or marginalized communities.



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Sample Individual Nomination Statement

ACCOMPLISHMENTS

In January 2018 the Family Experience Survey (FES) showed the greatest concern of families was communication and knowledge of services in and around the hospital. Ima Leader worked alongside staff to understand how to best meet the non-medical needs of the families. She created the Welcome Program to ensure families would receive an in-room visit from a WP team member within 48 hours of their arrival. Ima gathered information on community services like grocery and drug stores and on hospital services such as playroom hours and laundry services. Ima trained over 60 volunteers and 3 staff to deliver the program. Since March 2018, over 2,500 families have received in-room visits by a Welcome Program member.

IMPACT OF SERVICE

In the last 5 months FES scores rose by 15%. This increase in familiarity with services allows families to have confidence in their service and allows bedside nurses, who previously spent time answering questions about basic resources, to focus on medical care of their patients. Ima is also making a national impact by presenting at the 2018 Association for Healthcare Volunteer Resource Professionals conference.

OUTSTANDING COMMITMENT

Ima Leader has volunteered as a front door greeter, guild board member, and program leader for We Care for All Kids Hospital for over 25 years. Ima has raised over \$500,000 with her guild in 2018 and is creating new programs to meet growing needs.



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SUPPLEMENTAL PAGE - Volunteer Family

*NOTE: This section should be completed for Volunteer Family nominees

Nominee Name: _____

Family Member #2

First Name _____

Last Name _____

The following information is used to compile demographic data of volunteers and is optional, except for age if 18 and under.

Age: _____ Gender: _____ Ethnicity: _____

Family Member #3

First Name _____

Last Name _____

The following information is used to compile demographic data of volunteers and is optional, except for age if 18 and under.

Age: _____ Gender: _____ Ethnicity: _____

Family Member #4

First Name _____

Last Name _____

The following information is used to compile demographic data of volunteers and is optional, except for age if 18 and under.

Age: _____ Gender: _____ Ethnicity: _____

Family Member #5

First Name _____

Last Name _____

The following information is used to compile demographic data of volunteers and is optional, except for age if 18 and under.

Age: _____ Gender: _____ Ethnicity: _____

Family Member #6

First Name _____

Last Name _____

The following information is used to compile demographic data of volunteers and is optional, except for age if 18 and under.

Age: _____ Gender: _____ Ethnicity: _____