



2016 GOVERNOR'S VOLUNTEER SERVICE AWARD

Tips for Writing an Effective Award Nomination

- Nominators play a crucial role in the nominating process. Nominations that are well-written and thorough may be more likely to result in the volunteer receiving an award.
- All volunteers are worthy of recognition, but your nominee is being nominated because they are outstanding and their exemplary service distinguishes their efforts from the efforts of other volunteers. The information provided on the nomination should reflect this and help the reviewers understand what stands out about your nominee that makes them outstanding.
- All volunteers are nice and wonderful people who give of their time to help others. Recipients of this award should possess “above and beyond” unique characteristics that elevate their stature as a volunteer. Words that create a unique picture of your nominee and their characteristics are helpful.
- Be sure to describe why your nominee’s commitment, accomplishments and special skills/qualities are distinguishable over other volunteers. Share what stands out and what truly makes this volunteer outstanding and worthy of the award.
- Nomination reviewers will want to have a clear understanding of the nominee’s outstanding volunteer accomplishments that have made an impact in helping to meet critical needs in their community. Remember to provide specific details and cite examples in the appropriate section of the nomination form.
- **Carefully review the Eligibility Requirements on the nomination form to ensure the nominee is eligible to receive the award. If the volunteer doesn’t meet all eligibility requirements, their nomination will be disqualified.**
- Select the volunteer service categories on the nomination form that best describe the person you are nominating. If the volunteer meets the criteria for multiple categories, please select all categories that apply to their service.
- If a section of the nomination form includes a “Completion Required” statement, that section should be adequately completed with the requested information. If required information has not been included, the nomination will be disqualified.
- Remember, each nomination is evaluated and scored at the local and state level by multiple reviewers. Reviewers may not know anything about the nominee, other than the information provided on the nomination form, so the more thorough and well-written the nomination is – the better.

- Reviewers rely solely on the nominator’s descriptive words and examples to help them determine and understand the volunteer’s attributes and contributions.
- Be concise and direct. It is important to provide information that is substantive, clear, concise and easy to read. Reinforce what you are saying with observations, facts and concrete examples. It is also important to include statements from the heart!
- Too much information can be as harmful as too little information. To be fair to all those being nominated for the award, please submit only the nomination form. Additional pages, photos, news articles, letters of recommendation/endorsement, etc. will not be accepted or considered.
- Be sure to include numbers. How many hours has the volunteer donated? How much money did they raise? How many students were helped? How many meals were delivered? Statistics can help reinforce the accomplishments of the nominee.
- Ensure the information provided on the nomination form is relevant to the section of the form in which it is provided. Each section of the form includes a description of the type of information requested for that section. If reviewers have to search for required information because it is in the wrong section or not relevant to the section it is in, it makes it difficult to evaluate the nominee’s accomplishments.
- Be sure to proofread your statements. Grammatical errors and misspelled words detract from the quality of the nomination.
- Be sure the nomination has all required signatures and dates (nominator and two references). Please note that the nominator may not serve as one of the references.
- Be sure the completed nomination form is submitted by the deadline that has been determined at the local level by the county coordinator for the Awards program.

These nomination writing tips have been provided by:

