

# 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.
- Carefully review the eligibility requirements to ensure the nominee is eligible to receive the award. Nominations are disqualified if the volunteer doesn't meet the eligibility requirements.
- Select the nominee type and service category 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.
- Adequately complete the nomination form, especially sections that include a "Completion Required" statement. Nominations are eliminated if required and critical information has not been submitted.
- Remember, all nominations are evaluated and scored by multiple reviewers - at the local and state level. Reviewers may not know anything about the nominee, other than what is on the nomination form, so the more thorough and well-written the nomination is – the better.
- Reviewers rely on the nominator's descriptive words and examples to assist them in determining and understanding the volunteer's attributes and contributions.
- Be concise and direct. Write the nomination from the heart, but provide information that is clear, concise and easy to read. Reinforce what you are saying with observations, facts and concrete examples. Too much information can be as harmful as too little information.
- 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.
- 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 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.
- 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 (nominator and one additional reference).
- Be sure the completed nomination form is submitted by the deadline that has been determined by the county coordinator of the Awards program.