

GOVERNOR'S SERVICE AWARDS

Honoring Michigan's Volunteers

2003 Nomination Form



MCSC
1048 Pierpont, Suite 4
Lansing, Michigan 48913

First Class Mail
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Permit No. 1200

Nominate a Volunteer Today!

The Governor's Service Awards recognize and celebrate the exemplary efforts of Michigan's volunteers. The Governor's Service Award recipients are recognized monthly at local events, through the media, and on the MCSC web site. Awards are presented to individuals, families, groups, nonprofit organizations, education institutions, and businesses.

THE NOMINATION PROCESS

A completed Governor's Service Awards nomination packet contains the following:

Nomination Cover Sheet

The Nomination Cover Sheet is one page, single-sided and is found on page 4 of this nomination form. Please type or print neatly. The cover sheet may be duplicated or a computer generated likeness may be created. The cover sheet may also be found on the MCSC web site at www.michigan.gov/mcsc

Nomination Narrative

The Nomination Narrative is used extensively by the peer reviewers when selecting the award recipients. The narrative should include the following information:

Activity

Describe the nominee's exemplary service

Accomplishment

What were the benefits of the nominee's efforts?

Affect

Every volunteer is worthy of recognition. What makes the accomplishments of this nominee more significant than others?

The Nomination Narrative should be written using the following format:

1. One page (double-sided)
2. Typed or neatly printed
3. 12-point font or larger
4. One-inch margins

Supporting Materials

Nominators may submit not more than three (3), double-sided, 8 1/2 x 11 pages of supporting materials with the nomination packet. This could include letters of support, newspaper articles, photographs, etc. Audio or video tapes, display materials, scrapbooks, etc. will not be accepted. All supporting documentation must accompany the nomination form. Supporting documentation received separately from the nomination packet will not be considered. Supporting materials will not be returned.

Photograph or Digital Photo

Please include a quality color photo, or digital photo on disk or CD of the nominee (preferably involved in service). This photograph may be used in Governor's Service Awards publications or other Michigan Community Service Commission publications. The nominator is responsible for securing permission to use the photograph. Photos and/or disks will not be returned.

The MCSC is not responsible for lost or damaged materials.

Additional Information

- The nominated volunteer service must benefit Michigan citizens.
- An individual, organization, or business that has previously received a Governor's Service Award may not be nominated again.
- There is no nomination deadline (except for the Governor George Romney Lifetime Achievement Award which is Friday, February 6, 2004.) Nominations may be submitted throughout the year.
- A nominee may be renominated in the same year for an award if their application has been reviewed and not selected for a Governor's Service Award.
- Only one individual, organization, or business may be nominated per nomination form.
- The nomination form can be duplicated.
- Nominators may submit as many individual nominations as desired.

QUESTIONS?

Contact Kathie Vasilion at the MCSC
517.373.4200 or vasilionk@michigan.gov

AWARD CATEGORIES

Individuals – Recipients could be youth, adults, or seniors who are giving back to their communities through mentoring or other volunteer activities; educators who are utilizing service-learning in the classroom or involve their students in mentoring or other community service activities; National Service program members such as AmeriCorps, AmeriCorps*VISTA, RSVP, Foster Grandparents, and Senior Companions. This category also includes individuals who, as part of their jobs, manage programs that provide service to the community.

Families or Groups – Recipients could be families that volunteer together; employee groups; youth groups; adult service organizations; other formal or informal groups of people working together to make a difference.

Organizations: Nonprofits, Faith-Based, Educational Institutions, Businesses – Recipients could be nonprofit or faith-based organizations whose volunteers are critical in achieving their mission; schools of any kind who are engaging a significant number of their students in service-learning and/or other volunteer activities such as mentoring, tutoring, neighborhood cleans ups, etc.; National Service programs (AmeriCorps, Learn and Serve, Senior Corps); businesses and corporations who promote corporate citizenship in their business practices including employee volunteerism; media outlets who promote and support community service and volunteerism.

Others – Recipients in this category are individuals or organizations that are making their communities better places to live through volunteer service, but do not seem to fit in one of the above categories. The MCSC may choose to move nominees into one of the categories above.

The Governor George Romney Lifetime Achievement Award is presented annually to an individual who has demonstrated a lifelong commitment to community involvement and volunteer service. The 2003 winner has already been selected. The deadline for submission of nominations for the 2004 award is Friday, February 6, 2004. The 2004 Romney Award will be presented at the Volunteerism SuperConference in May 2004.

REVIEW AND NOTIFICATION PROCESS

All nominations will be reviewed and screened by the MCSC staff. A volunteer peer review panel will meet quarterly to review nominations and select award winners and honorable mention recipients.

If a nominee is selected as an award winner, the nominator will be contacted by the MCSC staff. The nominator will then assist the MCSC staff to determine a local event to present the award to the honoree.

If a nominee is selected as an honorable mention, the nominator and the honoree will be notified by the MCSC staff and the award will be sent via mail.

If a nominee is not selected to receive a Governor's Service Award or honorable mention, the nominator will be notified by mail.

SUBMITTING NOMINATION PACKET

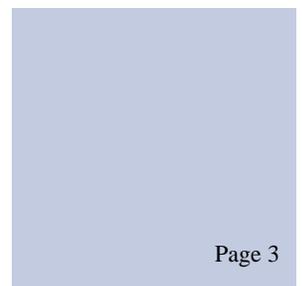
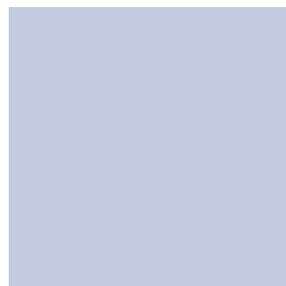
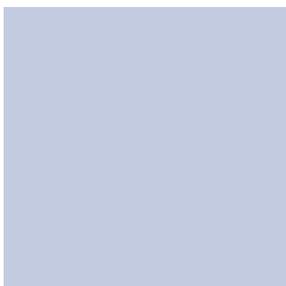
The nomination information should be arranged in the following order:

1. Nomination Cover Sheet
2. Nomination Narrative (one, double-sided, 8 ½ x 11 page)
3. Supporting Materials (no more than three, double-sided, 8 ½ x 11 pages)
4. A quality color photo or digital photo on disk or CD of the nominee (preferably involved in service).

Submit one unbound original, plus five (5) stapled copies of the nomination packet and one photograph or digital photo on disk or CD to:

Michigan Community Service Commission
Attn: GSA
1048 Pierpont, Suite 4
Lansing, Michigan 48913

Facsimiles and electronic submissions will not be accepted.



Nomination Cover Sheet

Nominee

Name Mr. Ms.
Dr. Miss

Contact Person _____
(if nominee is a business or organization)

Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Email _____

Age of nominee - please check one: _____ 18 or under _____ 19 - 39 _____ 40 - 60 _____ Over 60

Organization(s) served by nominee _____

Number of hours served _____ Number of people served _____

County(ies) Served _____

Legislators

Please indicate the nominee's United States and Michigan Senators and Representatives. If you need assistance, please call Constituent Services at 517.335.7858.

District Number

Name

U.S. Representative _____

State Senator _____

State Representative _____

Award Categories

Please check the category of your choice--check only **one** box. A nominee may be nominated in only one category. See page 3 of this nomination form for assistance with choosing a category.

- Individual
 Family or Group
 Organization: Nonprofit, Education Institution, Business
 Other _____

Special Award Given Annually:

- Governor George Romney Lifetime Achievement Award
Nominations for the Romney Award must be postmarked by Friday, February 6, 2004

References

Please provide two references who are familiar with and can verify the scope and extent of the nominee's volunteer service activities. These people may not be the nominator, nominee, or a relative of the nominee. Please make these individuals aware that they may be contacted.

#1 Name _____

Phone _____

#2 Name _____

Phone _____

Nominator

Name Mr. Ms.
Dr. Miss

Organization _____
(if applicable)

Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Email _____