

2004

Governor's Service Awards

Nomination Form



Honoring and celebrating Michigan's volunteers



MCSC
1048 Pierpont, Suite 4
Lansing, MI 48913

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Nominate a Volunteer Today!

2004

Governor's Service Awards

It is no secret that ordinary people become extraordinary volunteers in times of need. Now more than ever Michigan citizens are demonstrating the power of volunteerism by lending a helping hand in their community. For this reason, Governor Jennifer Granholm, First Gentleman Daniel Mulhern, and the Michigan Community Service Commission are pleased to announce the 2004 Governor's Service Awards and invite you to nominate an exemplary volunteer.

The Governor's Service Awards honor and celebrate the commendable efforts of Michigan's volunteers. Awards will be given in six categories highlighting the diverse nature of volunteers throughout our great state. This year the awards will be presented at the Governor's Service Awards dinner at the Amway Grand Plaza in Grand Rapids on May 24, 2004. The dinner is being held in conjunction with the 2004 Volunteerism SuperConference.

Five finalists in each award category will be honored at the dinner where the award winner will be announced. In addition, the Governor's Volunteer Service Honor Roll will be named and recognized at the dinner. The Honor Roll participants will be selected from the Governor's Service Awards nominations. For more information visit www.michigan.gov/mcsc.

THE NOMINATION PROCESS

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

I. 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 Michigan Community Service Commission (MCSC) web site at www.michigan.gov/mcsc.

II. Nomination Narrative

The Nomination Narrative is one double-sided page and used extensively by the peer reviewers when selecting the award recipients. The narrative should be written specifically to the category for which the nominee is being nominated (see page 3 for category details). The following information should be included in the narrative:

What motivated the nominee to become involved in the volunteer activity?

Please describe how the idea for the activity was generated, what inspired the nominee to begin the activity, why the nominee felt this activity was important to the recipients/community.

How has the nominee performed the volunteer service?

Describe the effort required of the nominee to perform the volunteer activity. Please include information on innovative or exemplary approaches the nominee used, such as building community support, generating resources, recruiting additional volunteers, developing public/private partnerships, connecting communities and schools, developing positive relationships with the media, creating a model approach/program that can be used by others, involving special populations, etc. Indicate any unique challenges the nominee had to overcome to perform the volunteer service.

What has the nominee's volunteer service accomplished?

Describe the impact of the nominee's volunteer service and what the nominee has accomplished through their volunteer service. Please include a description of the volunteer service, when the service began and ended, if it is ongoing, the number of hours the nominee is/was involved in the activity, the number of people served, funds the nominee raised for the volunteer activity, an estimated dollar value of the nominee's service, tangible results of the activity, etc. Cite specific results and achievements and explain the impact the service has had on the recipients/community.

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

III. Supporting Materials

Nominators may submit no 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.

IV. 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 MCSC publications. The nominator is responsible for securing permission to use photographs. Photos and/or disks will not be returned.

The MCSC is not responsible for lost or damaged materials.

For more information visit www.michigan.gov/mcsc

AWARD CATEGORIES

Governor George Romney Lifetime Achievement Award

Look around your community and you will notice an individual who has taken his or her volunteer service to the highest level—year after year. This award honors individuals who have demonstrated a lifelong commitment to community involvement and volunteer service. Individuals nominated in this category have made service a way of life.

Outstanding Mentor Award

Mentors change lives. They give themselves personally to a child month after month and year after year. This award honors an individual who has made a significant difference in a child's life over time through mentoring. For this award, mentoring is defined as a structured and trusting relationship that brings a young person together with a caring individual who offers guidance, support, and encouragement aimed at developing the competence and character of the mentee.

Outstanding Corporate Citizenship Award

Businesses that demonstrate excellent corporate citizenship by giving back to their community are honored with this award. This kind of commitment is made by management and employees alike and can take many forms including, but not limited to, corporate volunteer programs, monetary contributions, in-kind gifts, and employee-driven volunteer service.

Exemplary Community Service Program Award

The tremendous work volunteers accomplish in communities is often driven by an organization or club. This award acknowledges the importance this type of organization or program makes in community life. The nominees in this category strive to make communities better places to live through a variety of activities or by focusing on one issue of primary importance in their community. School, faith-based, national service, nonprofit, and community-based programs are all potential nominees for this award.

Exemplary Volunteer Service Award

When it comes to solving community problems, individuals really make things happen. These everyday citizens are very special people who go the extra mile for their community. This award is reserved for an individual who strives to improve the lives of neighbors, friends, community, or congregation. Individuals nominated for this award could be adults, seniors, national service members, educators, and more.

Youth Volunteer Award of Excellence

Volunteer service that begins at an early age is often carried forward throughout life. That is why it is important to honor young people who are taking action to make our world a better place to live. Nominees in this category are ages 21 and under. They may be involved in many activities or give significant time to one particular cause.

QUESTIONS?

Contact Kathie Vasilion at the MCSC
(517) 373-4200 or vasilionk@michigan.gov

SUBMITTING NOMINATION PACKET

The nomination must be postmarked by Tuesday, February 17, 2004. 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.

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.
- Nominations must be postmarked by February 17, 2004.
- Only one individual, organization, or business may be nominated per nomination form.
- The nomination form can be duplicated.
- Nominators may submit as many nominations as desired.

REVIEW AND NOTIFICATION PROCESS

All nominations will be screened by the MCSC staff. A volunteer peer review panel will review completed nominations and select Governor's Service Awards (GSA) finalists and winners as well as the Governor's Volunteer Service Honor Roll.

Special Note: A background check of the nominees may be conducted by the Governor's Appointments Office. The nominator will be contacted to secure this information, if needed.

If a nominee is selected as a GSA finalist or for the Governor's Honor Roll, the nominator and the nominee will be notified.

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

Nominations must be postmarked by Tuesday, February 17, 2004

2004 GSA Nomination Cover Sheet

Nominee

Name Mr. Ms.
Dr. Miss _____
(list only one)

Contact Person _____
(for Corporate Citizen Award only)

Address _____

City _____ State _____ Zip Code _____

Phone () _____ Email _____

Age of nominee - please check one: _____ 21 or under _____ 22 or over

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.

- Governor George Romney Lifetime Achievement Award
- Outstanding Mentor Award
- Outstanding Corporate Citizenship Award
- Exemplary Community Service Program Award
- Exemplary Volunteer Service Award
- Youth Service Award of Excellence

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 _____