



**2012 Governor's  
Service Awards**

**Honoring Michigan's Volunteers**

Nominations must be  
postmarked by  
**Thursday, March 1, 2012**

Electronic  
submissions  
now  
accepted!

# The 2012 Awards



Volunteers throughout Michigan demonstrate the power of giving and caring every day. The Michigan Community Service Commission invites you to nominate an outstanding volunteer or organization for the 2012 Governor's Service Awards.

Governor's Service Awards nominees are selfless individuals and organizations who mentor and tutor children, serve the hungry and homeless, assist the elderly, care for our environment, and much more. Not sure who to nominate? Look around you and

you'll see great volunteers in your office, place of worship, and community. They are young people, senior citizens, people with disabilities, educators, national service members...they are your boss, your secretary, your babysitter, your mom, your grandfather, your neighbor, or your best friend.

A celebration will be hosted by the Michigan Community Service Commission to pay tribute to five finalists, including the winner, in each of the eight categories that demonstrate the diverse nature of volunteers throughout our great state. The event will be held in June 2012.

## The Nomination Process

Visit the Michigan Community Service Commission's website at [www.michigan.gov/mcsc](http://www.michigan.gov/mcsc) for additional information, including a Microsoft Word version of the Nomination Cover Sheet (Form A) and the Background Check (Form B). New this year, the MCSC will also be accepting submissions via email.

A completed Governor's Service Awards nomination entry should include:

### I. Nomination Cover Sheet (Form A)

The Nomination Cover Sheet is one page and is included with this nomination form. Please type or print neatly.

### II. Background Check Form (Form B)

The Background Check Form is one page and is included with the nomination form. This form is completed **ONLY** for individuals being nominated. Organizations or groups being nominated do not complete this form. Please type or print neatly. **Only the original of this form should be submitted. No copies are necessary.**

### III. Nomination Narrative

The Nomination Narrative answers questions specific to each award and is used extensively by the reviewers when selecting the award recipients. It can be no more than two (2) double-sided pages. (See Award Categories on pages 3 and 4 for the narrative questions).

The Nomination Narrative should be written using the following format:

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

*The Nomination Narrative may be no more than four pages TOTAL.*

### IV. Supporting Materials

Nominators may submit no more than three (3), double-sided (six pages TOTAL), 8 1/2 X 11 pages of supporting materials with each 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.

### V. Digital Photo

Please include quality digital photos (on disk or CD if submitting by mail) of the nominee, preferably involved in service. These photographs may be used in Governor's Service Awards publications, other MCSC publications, or on the MCSC website. **The nominator is responsible for securing permission to use photographs. Photos and/or disks will not be returned.**

### Submitting The Nomination Packet

The nomination must be postmarked or electronically submitted by Thursday, March 1, 2012.

Information should be arranged in the following order:

1. Nomination Cover Sheet
2. Background Check Form, if necessary
3. Nomination Narrative
4. Supporting Materials
5. Digital photos

Electronic submissions should include the above materials as attachments: documents in an Adobe PDF format and images as JPEG files. Submit to:

[GSA@michigan.gov](mailto:GSA@michigan.gov)

Submission by mail should include one original copy of the above documents, unbound, and digital photos on a disk or CD. Please mail the nomination packet to:

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

Facsimiles will not be accepted. The MCSC is not responsible for lost or damaged materials.

# 2012 Nomination Cover Sheet



Form A

## Nominee

Nominee's Name: \_\_\_\_\_  
(list only one)

Circle One: Mr. Mrs. Ms. Dr.

Contact Person: \_\_\_\_\_  
(for awards honoring organizations only)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Age of nominee - please check one: \_\_\_\_\_ 21 or under \_\_\_\_\_ 22-64 \_\_\_\_\_ 65 or older

County(ies) Serve: \_\_\_\_\_

## Nominator

Name: \_\_\_\_\_

Circle One: Mr. Mrs. Ms. Dr.

Organization: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 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	_____	_____

## 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 the individuals aware they may be contacted.*

Reference #1	Reference #2
Name: _____	Name: _____
Phone: _____	Phone: _____

## Award Category

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

- |   |  |
|---|--|
| <input type="checkbox"/> Governor George Romney<br>Lifetime Achievement Award | <input type="checkbox"/> Outstanding Volunteer Program Award |
| <input type="checkbox"/> Corporate Community Leader Award                     | <input type="checkbox"/> Senior Volunteer of the Year        |
| <input type="checkbox"/> Mentor of the Year                                   | <input type="checkbox"/> Volunteer of the Year               |
| <input type="checkbox"/> National Service Member of the Year                  | <input type="checkbox"/> Youth Volunteer of the Year         |





# 2012 Background Check Form

The information below will be used only by Governor Rick Snyder's Appointments Office to conduct a background check for the Governor's Service Awards, an honor bestowed for exemplary volunteer service. This form is completed ONLY for individuals being nominated. Organizations or groups being nominated do not complete this form. Please have the nominee fill out the information as completely as possible. This completed form must be included in the Nomination Packet.

*Please type or print neatly*

Nominee's Full Name: \_\_\_\_\_  
(please include middle name)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_

**Special Note:** *Some nominees may be required to submit their Social Security Number as part of the background check process. A staff member from the Michigan Community Service Commission will contact the nominator or nominee if the Social Security Number is required and not supplied above.*

Driver's License Number: \_\_\_\_\_

Please list any person or group who might take overt or covert steps to challenge, even unfairly, your receiving a Governor's Service Award.

\_\_\_\_\_  
\_\_\_\_\_

Please indicate any matter in which you are involved that is or may be incompatible with your receiving a Governor's Service Award.

\_\_\_\_\_  
\_\_\_\_\_

### **Consent and Certification**

I consent to the release of information concerning my ability and fitness for the award for which I have been nominated by my employer(s), schools, law enforcement agencies, and other individuals and organizations. I authorize the use of the information provided above to conduct a background search, including the use of my social security number to access my credit history, existing criminal records, and other public available information.

I, \_\_\_\_\_ (please print your name), certify all statements and representations provided in this statement are, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: All non-public personal information requested in the 2012 Governor's Service Awards Nomination Form will be kept confidential.*



Form B

# The Award Categories

## ***Governor George Romney Lifetime Achievement Award***

In your community there is an individual who has taken his or her volunteer service to the highest level - year after year. This award honors an individual, usually a senior citizen, who has demonstrated a lifelong commitment to community involvement and volunteer service. Individuals nominated in this category have made service a way of life for many, many years.

### **Information to be provided in the Nomination Narrative:**

- 1. Brief, current biographical information about the nominee.*
- 2. When did the nominee first begin volunteering?*
- 3. What motivated the nominee to remain involved with volunteer service throughout his or her life?*
- 4. Describe key volunteer activities during each decade of the nominee's life.*
- 5. Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.*
- 6. Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

## ***Corporate Community Leader Award***

Corporations and businesses that excel in community involvement are honored with this award. This kind of commitment is made by all employees, both hourly and salaried, and can take many forms including, but not limited to, corporate volunteer programs, monetary contributions, in-kind gifts, and employee-driven volunteer service.

### **Information to be provided in the Nomination Narrative:**

- 1. Brief overview of the corporation/business being nominated.*
- 2. Describe when and how the corporation/business began their community involvement.*
- 3. Describe all the activities the corporation/business is involved with that benefit the community and its residents.*
- 4. Quantitative data by citing volunteer hours, number of employees involved, number of people served, contributions made, etc. that shows what the corporation/business' community involvement accomplished.*
- 5. Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

## ***Mentor of the Year***

Mentors change lives. They give of themselves personally to a child month after month, year after year. This award honors an individual who has made a significant difference in a child's life through mentoring. For the purpose of this award, mentoring is defined as a structured, trusting, and ongoing relationship that brings a young person together with a caring individual who offers guidance, support, and encouragement. As a result, the mentee experiences improvements in grades, behaviors, social interactions, etc.

### **Information to be provided in the Nomination Narrative:**

- 1. Brief, current biographical information about the nominee. Please include the organization(s)/program(s) where they mentor.*
- 2. Describe the volunteer's history with mentoring. When did the nominee first become a mentor? Is the nominee still mentoring? Have they mentored one child or many?*
- 3. What motivated the nominee to continue mentoring?*
- 4. Describe key activities of the mentor and mentee's relationship.*
- 5. Quantitative data by citing mentees improvement in grades, hours the nominee volunteers, special services secured, etc. that shows what the nominee's mentoring accomplished.*
- 6. Qualitative information such as good stories, quotes from mentee or his/her parents, teachers, etc., and other demonstrations of service that cannot be easily measured.*

## ***Outstanding National Service Program Award***

National service programs commit themselves to making a difference in the communities they serve. These include programs such as AmeriCorps\*State, AmeriCorps\*VISTA, AmeriCorps\*National, Senior Companions, Foster Grandparents, and RSVP.

### **Information to be provided in the Nomination Narrative:**

- 1. Brief overview of the organization/program being nominated.*
- 2. Describe when, why, and how the nominee began their involvement with national service?*
- 3. How does the nominee utilize national service members to achieve its mission?*
- 4. Quantitative data by citing volunteer hours, number of people served, etc. that shows what the nominee accomplished and the role national service members played.*
- 5. Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

# The Award Categories

## **Outstanding Volunteer Program Award**

The extraordinary work volunteers accomplish in communities is often driven by an organization or club. This award acknowledges the importance this support can make 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. Schools, faith-based organizations, mentoring programs, nonprofit organizations, and service clubs are all potential nominees for this award.

### **Information to be provided in the Nomination Narrative:**

1. *Brief overview of the organization/program being nominated.*
2. *Describe when, why, and how the nominee began their community involvement?*
3. *How does the nominee utilize volunteers to achieve its mission?*
4. *Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee accomplished and the role volunteers played.*
5. *Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

## **Senior Volunteer of the Year**

Seniors have a wealth of experience to share with their community. That is why an older adult who is taking action to make his or community a better place is honored with this award. Nominees in this category are ages 65 or older. They may be involved in many activities or give significant time to one particular cause.

### **Information to be provided in the Nomination Narrative:**

1. *Brief, current biographical information about the nominee.*
2. *When did the nominee first begin volunteering?*
3. *What motivated the nominee to volunteer?*
4. *Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.*
5. *Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

## **Volunteer of the Year**

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 may be adults, national service members, educators, and more.

### **Information to be provided in the Nomination Narrative:**

1. *Brief, current biographical information about the nominee.*
2. *When did the nominee first begin volunteering?*
3. *What motivated the nominee to volunteer?*
4. *Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.*
5. *Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

## **Youth Volunteer of the Year**

Volunteer service that begins at an early age is often carried forward throughout life. That is why a young person who is taking action to make his or her community a better place is honored with this award. Nominees in this category are ages 21 and younger. They may be involved in many activities or give significant time to one particular cause.

### **Information to be provided in the Nomination Narrative:**

1. *Brief, current biographical information about the nominee.*
2. *When did the nominee first begin volunteering?*
3. *What motivated the nominee to volunteer?*
4. *Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.*
5. *Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.*

## **Additional Information**

1. The nominated service must benefit Michigan citizens.
2. Previous Governor's Service Awards winners may not be nominated again.
3. All nominations must be electronically submitted or postmarked by Thursday, March 1, 2012.
4. Only one individual or organization may be nominated per nomination form.
5. The nomination form may be copied.
6. Nominators may submit as many nominees as desired.
7. If more than one nomination for an individual or organization is submitted, only the first nomination received will be accepted.
8. Please call (517) 373-4998 to request the Nomination Form in an alternate format or visit [www.michigan.gov/volunteer](http://www.michigan.gov/volunteer).

## **Review & Notification Process**

1. All nominations go through an extensive review process that involves a volunteer Peer Review Panel and Michigan Community Service Commission (MCSC) staff members. The final decisions on finalists and award winners are approved by the MCSC Board of Commissioners.
2. If a nominee is selected as a Governor's Service Awards finalist, the nominator and the nominee will be notified. If a nominee is not selected, only the nominator will be notified by mail.

## **Questions?**

Contact Janice Harvey at the MCSC.  
(517) 373-4998 or [harveyj1@michigan.gov](mailto:harveyj1@michigan.gov).