



**2009
Governor's
Service
Awards**

*Honoring
Michigan's Volunteers*

Nominations Must Be
Postmarked by
Tuesday, February 3, 2009





Volunteers throughout Michigan demonstrate the power of giving and caring every day. Governor Jennifer M. Granholm and First Gentleman Daniel G. Mulhern invite you to nominate an outstanding volunteer or organization for the 2009 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 Governor Jennifer M. Granholm and First Gentleman Daniel G. Mulhern to pay tribute to five finalists including the award winner in each of the eight categories that demonstrate the diverse nature of volunteers throughout our great state. The event will be held in May or June 2009.

The Nomination Process

Visit the Michigan Community Service Commission web site at www.michigan.gov/mcsc for additional information including a Microsoft Word version of the Nomination Cover Sheet (Form A) and the Background Check Form (Form B).

A completed Governor's Service Awards nomination packet 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 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

IV. Supporting Materials

Nominators may submit no more than three (3), double-sided, 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. 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, other MCSC publications, or on the MCSC web site. 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 by
Tuesday, February 3, 2009.

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. Photo or digital photo on disk or CD

Submit one unbound original, which includes the Background Check Form (Form B), and one photograph or digital photo, plus five (5) stapled copies (without the Background Check Form) of the nomination packet to:

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

Facsimiles and electronic submissions will not be accepted.

The MCSC is not responsible for lost or damaged materials.

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 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 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. 501(c)(3) organizations should not be nominated in this category. They should be nominated for the Outstanding Volunteer Program Award

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 of 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's 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 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 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 s/he first become a mentor? Is the nominee still mentoring? Has s/he 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 Mentoring Program Award

Mentoring programs are responsible for developing and maintaining high-quality experiences for both the mentor and mentee. Outstanding programs have systems in place for recruitment, retention, background checks, ongoing support, evaluation, and more as described in the Mentor Michigan Quality Program Standards for Youth Mentoring. (For more information on the Quality Program Standards, visit www.mentormichigan.org and click on "Program Resources" in the left margin.) This award honors an extraordinary mentoring program or organization that provides high-quality mentoring with significant results for children in Michigan.

Information to be provided in the Nomination Narrative:

1. Brief overview of the mentoring program and the organization that houses it, if applicable.
2. Describe how the program meets the Mentor Michigan Quality Program Standards for Youth Mentoring. If particular Standards are not being met, please explain why or plans for implementation.
3. Describe the key activities of the mentors and mentees.
4. Quantitative data by citing number of mentors and mentees, mentor retention figures, mentee outcomes, etc. that shows what the mentoring program accomplished.
5. Qualitative data such as good stories, quotes from mentors, mentees and their families, board members, etc., and other demonstrations of service that cannot be easily measured.

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, national service 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?

(See top of page 4 for more Nomination Narrative questions.)

The Award Categories (cont.)

(Continued from page 3)

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 her community a better place is honored with this award. Nominees in this category are ages 65 and 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. Describe the nominee's key volunteer activities.
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.

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. Describe the nominee's key volunteer activities.
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.

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. Describe the nominee's key volunteer activities.
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.

ADDITIONAL INFORMATION

- The nominated volunteer service must benefit Michigan citizens.
- Previous Governor's Service Award winners may not be nominated again.
- **All nominations must be postmarked by Tuesday, February 3, 2009.**
- Only one individual or organization may be nominated per nomination form.
- The nomination form may be copied.
- Nominators may submit as many nominees as desired.
- If more than one nomination for an individual or organization is submitted, only the first nomination received will be accepted.
- Please call (517) 373-4200 to request the Nomination Form in an alternate format.

REVIEW AND NOTIFICATION PROCESS

- All nominations will 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.
- 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. Notifications will be mailed by Wednesday, March 18, 2009.

QUESTIONS?

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

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2009 Nomination Cover Sheet



Nominee

Nominee's Name Mr. Ms. Hon.
Dr. Miss _____
(list only one)

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) Served _____

Nominator

Name Mr. Ms. Hon.
Dr. Miss _____

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 these individuals aware that 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
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"/> Outstanding Mentoring Program Award | <input type="checkbox"/> Youth Volunteer of the Year |

2009 Background Check Form

The information below will be used only by Governor Jennifer Granholm'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: _____

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 credit history, existing criminal records, and other public available information.

I, _____ (please print your name), certify that 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 2009 Governor's Service Awards Nomination Form will be kept confidential.

