HONORING MICHIGAN'S STAR VOLUNTEERS

2015 GOVERNOR'S SERVICE AWARDS

NOMINATIONS MUST BE POSTMARKED BY FRIDAY, FEBRUARY 27, 2015

MICHIGAN COMMUNITY SERVICE COMMISSION

The 2015 Awards

Governor's Service Awards

Volunteers throughout Michigan demonstrate the power of giving and caring every day. To help recognize these dedicated individuals, the Michigan Community Service Commission invites you to nominate an outstanding volunteer or organization for the 2015 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 friend.

Nominations can be made in eight award categories that demonstrate the diverse nature of volunteers throughout our great state. To honor the award finalists, five in each category including the winner, a celebration will be hosted by the Michigan Community Service Commission this summer. This event will be held in Grand Rapids in June, 2015.

The Nomination Process

Visit the Michigan Community Service Commission's website at www.michigan.gov/mcsc for additional information, including a Microsoft Word version of the Nomination Cover Sheet (Form A), Background Check (Form B) and a helpful tip sheet. Again 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 four to six (4-6) high-quality digital photos (on disk or CD if submitting by mail) of the nominee, preferably involved in service. At least one photo should be a headshot of the individual nominee (if applicable). 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 Friday, February 27, 2015.

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. Multiple e-mails may be required to send large photo files.

Submit to: GSA@michigan.gov

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

Michigan Community Service Commission
Attn: GSA
235 S. Grand Avenue, Suite 1108
Lansing, Michigan 48933

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

2015 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) Served: _____

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 Congressmen, State Senator, and State Representative. 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

Name: _____

Phone: _____

Reference #2

Name: _____

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.*

- ☐ Governor George Romney Lifetime Achievement Award
- ☐ Corporate Community Leader Award
- ☐ Mentor of the Year
- ☐ Outstanding National Service Program
- ☐ Outstanding Volunteer Program Award
- ☐ Senior Volunteer of the Year
- ☐ Volunteer of the Year
- ☐ Youth Volunteer of the Year

2015 Background Check Form

Form B

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 2015 Governor's Service Awards Nomination Form will be kept confidential.

The Award Categories

Governor George Romney Lifetime Achievement Award

In your community there is likely 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.

*Past recipients of this award are eligible nominees, as long as they did not receive their award in the past five (5) years.

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, RSVP, and the Volunteer Generation Fund.

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 utilizes 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, with the exception of the Corporate category.
3. All nominations must be electronically submitted or postmarked by Friday, February 27, 2015.
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) 241-4040 to request the Nomination Form in an alternate format or visit 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 and the Office of the Governor.
2. If a nominee is selected as a Governor's Service Awards finalist, the nominator and the nominee will be notified by mail. If a nominee is not selected, only the nominator will be notified by mail.

Questions?

Contact Janice Harvey at the MCSC.
(517) 241-4040 or harveyj1@michigan.gov.

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