



**2016 Governor's Service Award Nomination Form**

Welcome!

Sample

**Welcome to the Nomination Application for the 2016 Governor's Service Awards.**

**Please visit [www.michigan.gov/GovernorsServiceAwards](http://www.michigan.gov/GovernorsServiceAwards) for detailed guidelines, category descriptions and FAQs regarding the awards process. A template nomination form is also available. We recommend answering your questions in a word document first then copying and pasting your answers into the online form.**

**Remember to submit the background check form, photos and letters of support to [GSA@michigan.gov](mailto:GSA@michigan.gov) once you've completed the online nomination.**

Volunteers throughout Michigan demonstrate the power of giving and caring every day. To recognize these dedicated individuals, the Michigan Community Service Commission and Governor Rick Snyder invite you to nominate an outstanding volunteer or organization for the 2016 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.

**Awards may be presented to nominees in each of the following nine categories for significant service contributions.** Because the goal of the Governor's Service Awards is to recognize outstanding and extraordinary volunteer service efforts, the judging panel reserves the right to award one or more honorees in a category. The panel may also opt not to issue awards in a category.

Except for Lifetime Achievement, nominated activities should be of at least 12 months duration with significant activities occurring during the past year (2015).

**CATEGORIES:**

**INDIVIDUAL**

1. Governor George Romney Lifetime Achievement Award
2. Volunteer of the Year
3. Senior Volunteer of the Year
4. Youth Volunteer of the Year
5. Mentor of the Year

**GROUP**

6. Outstanding Volunteer Program
7. Outstanding National Service Program
8. Corporate Community Leader (100+ employees)
9. Small Business Community Leader (<100 employees)

Awardees and their nominators will be notified in May if they have been selected as a Governor's Service Award Recipient. To honor the recipients, Governor Snyder will present the awards during a celebration in early fall.

All nominations go through an extensive review process that involves a volunteer peer review panel. The final decisions are approved by the Michigan Community Service Commission Board of Commissioners and the Office of the Governor.

Questions? Call the Michigan Community Service Commission at 517-335-4295 or email [GSA@michigan.gov](mailto:GSA@michigan.gov)



## 2016 Governor's Service Award Nomination Form

### Nominator and Nominee Information

**\* 1. Please fill in YOUR (Nominator) information**

Name:

Organization (if applicable)

Address:

Address 2:

City:

State:

ZIP:

Email Address:

Daytime Phone Number (123-456-7890)

**\* 2. What is your relationship to the nominee (supervisor, employer, neighbor, volunteer, etc.)**

**\* 3. Enter information of INDIVIDUAL or GROUP you are nominating**

Name (include Suffix):

Organization (if applicable)

Address:

Address 2:

City

State:

ZIP:

Email Address:

Daytime Phone Number (123-456-7890)

**\* 4. What county(ies) does the nominee serve/volunteer in?**

**\* 5. What is the age of the nominee?**

- 21 or under
- 22-64
- 65+
- N/A - Group nomination

**\* 6. Name of nominee's local/regional newspaper(s)**

**\* 7. Please indicate the nominee's United States Congressperson, State Senator, and State Representative. If you need assistance, please call Constituent Services at (517) 335-7858.**

U.S. Representative

U.S. House District Number

State Senator

Senate District Number

State Representative

House District Number

**\* 8. Please provide two references familiar with the nominee's volunteer activities. References may not be the nominator, nominee or related to the nominee. Please make the individuals aware they may be contacted.**

Reference #1 - Name

Reference #1 - Phone number

Reference #2 - Name

Reference # 2 - Phone number

**\* 9. Are you nominating an Individual or Group?**

Individual

Group



## 2016 Governor's Service Award Nomination Form

Choose an Individual Award category

**\* 10. For which INDIVIDUAL award are you making a nomination? (A nominee may only be nominated in one category)**

- Volunteer of the Year
- Youth Volunteer of the Year
- Senior Volunteer of the Year
- Mentor of the Year
- George Romney Lifetime Achievement Award



## 2016 Governor's Service Award Nomination Form

### Individual Award Criteria Questions

**\* 11. Nominee's approximate lifetime total years of service**

**\* 12. Nominee's volunteer hours**

Approximate annual hours

Total hours for 2015

**\* 13. Brief current biographical information (Max 300 words)**

**\* 14. List the organization(s) with which the individual has volunteered and the number of years of service for each organization. For Mentor of the Year, please list the organization/program where the nominee mentors.**

**\* 15. Provide a concise story/summary of the volunteerism performed by the individual, which may be published. (150 word maximum)**

**\* 16. When did the nominee first begin volunteering? What motivated/s this individual to volunteer? (Max: 250 words)**

**\* 17. Describe the lasting impact resulting from this individual's volunteer work. How has this individual produced positive change and been an example for others? (Number of people served, funds raised, addressed a specific community need, took initiative, changed a child's life, etc.) (MAX: 500 words)**

**\* 18. What makes this individual unique and deserving of the award? (MAX: 250 words)**

**19. Bonus: Describe how this individual used creative methods to solve community problems (MAX: 250 words)**



**20. Bonus: Qualitative information such as good stories, quotes from those served, etc. (MAX: 250 words)**

**\* 21. Did you nominate for the George Romney Lifetime Achievement award or Mentor of the Year award?**



**2016 Governor's Service Award Nomination Form**

Supplemental Questions - Lifetime Achievement Award

Only fill out this section if nominating for the George Romney Lifetime Achievement Award

**\* 22. Lifetime Achievement Questions**

**What motivated the nominee to remain involved in volunteering throughout their whole life?**

**\* 23. Lifetime Achievement - Describe key volunteer activities during each decade of the nominee's life.**



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Supplemental Questions - Mentor of the Year

Only fill out this section if nominating for Mentor of the Year

**\* 24. When did the nominee first become a mentor? Is the nominee still mentoring? Have they mentored one child or many? (MAX 250 words)**

**\* 25. Describe key activities of the mentor and mentee's relationship (MAX 500)**

**\* 26. List achievements from the mentor match (improvements in grades, securing special services, participation in extracurricular activities, etc.) (MAX 500 words)**



## Group Nomination Category and criteria questions

**\* 27. For which GROUP award are you making a nomination?**

- Small Business Community Leader (<100 employees)
- Corporate Community Leader (100+ employees)
- Outstanding Volunteer Program
- Outstanding National Service Program

**\* 28.**

**Brief overview description of the group (MAX 250 words)**

**\* 29. Approximate number of volunteers/members in the group:**

**\* 30. Approximate number of hours contributed by the group's volunteers/members:**

In 2015

Total (Last 3-5 years)

**\* 31. Approximate number of individuals impacted by the group's service:**

**\* 32. Provide a concise summary of the volunteerism/service performed by the group, which may be published. (MAX 150 words)**

**\* 33.**

**How long has this group/volunteer program been in existence? What motivated/s this group to volunteer/serve? (MAX 250 words)**

Sample

**\* 34. What makes this group unique and deserving of the award? (MAX 250 words)**

**\* 35. Describe the lasting impact resulting from this group's service/volunteer work. How has this group produced positive change and been an example for others? (MAX 500 words)**

**36. Bonus: Describe how this group's service addressed a specific community need and how the group was actively involved and took initiative in the volunteer/service work. (MAX 250 words)**

Sample

**37. Bonus: Describe how this group used creative methods to solve community problems. (MAX 250 words)**

**38. Bonus: Qualitative information such as good stories, quotes from those served, etc.**

Sample

\* 39. If nominating a Corporate or Small Business Community leader, describe all the activities the business is involved with that benefit the community and its residents. This can include employee volunteer programs, monetary contributions, in-kind gifts, and employee-driven volunteering. (Be as specific as possible, especially when listing number of employee volunteers or monetary amounts)

Answer N/A if not nominating a business for Corporate or Small Business Community Leader



## 2016 Governor's Service Award Nomination Form

Thank you for your Nomination!

Thank you for submitting your nomination for the 2016 Governor's Service Awards.

**Remember to email the background check, photos and letters of support to [GSA@michigan.gov](mailto:GSA@michigan.gov) by the application deadline (February 29, 2016)**

Nominations will be reviewed during March and April 2016. Winners and their nominators will be notified in May 2016. An award celebration will be held in early fall 2016. More details will be announced soon.

If you have questions, please call the Michigan Community Service Commission at 517-335-4295.





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