Volunteers of the Year

How to Nominate a Volunteer

1. Fill out the nomination form on the facing page.
2. Attach the answers to the Essay Questions, including the bold headings.
3. Send completed form and essay questions by Friday, March 28, 2014 to:

Social Services Commission Volunteer Program
Parks, Recreation & Community Services Department
City of Whittier
13230 Penn Street
Whittier, CA 90602
(562) 567-9400

Eligibility Rules

1. The nominee's volunteer service must have been performed in the City of Whittier. Volunteers may reside outside of the City.
2. Nominees are eligible in one category only.
3. Nominee's organization must serve the community at large. Religious, fraternal or professional groups providing services only to their members are not eligible.
4. Volunteer service must be acts for which the nominee did not receive financial compensation.
5. Reimbursement for out-of-pocket expenses such as gasoline is acceptable.
6. Previously recognized volunteers are not eligible.
7. Submitted materials cannot be returned, and through submission you are giving permission for their future use in promotions or editorials.
8. Nominees may be adults, seniors, youth, groups and businesses. Groups are two or more who worked collaboratively on one specific project. Businesses can be recognized for overall volunteer efforts in the community, including community service projects, and the policies and corporate vision that support those volunteer activities. Service may also include organization's philanthropic contributions, both monetary and in-kind.

Writing a Winning Nomination

1. Answer all of the questions on the form and provide contact information for the nominee.
2. Use the Essay Question headings and type responses to each of the essay questions.
3. Be specific and concise. Please limit the submission to no more than five typed, single sided 8 ½ x 11 pages (plus the cover page) and no type smaller than 12 pt. Use white paper please, as these will be photocopied for the Commission.
4. Focus on the program or activity that best describes the nominee's service.
5. Assume the Commission knows nothing about the nominee, your organization or the community.
6. Well-written nominations tell your volunteer's story better. If necessary, ask for help from someone with excellent writing skills.
7. If you wish to include a program brochure, please send 12 copies for the Commissioners' packets.
8. Please do not send photos, videos, scrapbooks, binders or other attachments.
9. Proofread completed nominations for errors, omissions and spelling mistakes.
10. Send the nomination by Friday, March 28, 2014.

Essay Questions

All 5 questions must be answered. Please type your responses, including the bold headings and attach to this form.

1. **Need**: Describe the need for the nominee's service.
2. **Activity**: Describe the nominee's volunteer service. What got done?
3.. **Initiative**: Describe how the nominee took initiative in their volunteer service.
4. **Achievement**: Did nominee accomplish desired results? Describe the impact of the nominee's service on the community (ie. how many people were affected or what situation changed).)
5. **Challenges**: Did the nominee overcome challenges (physical or mental handicaps, limited resources, public perception, significant personal/family circumstances, other)? Explain.

Other comments: Please tell us anything else significant about the nominee's volunteer activity that has not been covered in the answers above.

Volunteers of the Year Nomination Form

You must complete the entire form and answer all questions. Form must be submitted by a person able to represent the organization.

Nominee Information

Name _____
Address _____
City _____ Zip _____
Phone _____
Email _____

Business or Group Nominee Information

Group/Business Name _____
Contact person _____
Mailing address _____
City _____ Zip _____
Phone _____
Email _____

Nonprofit Organization Served

Name of Organization

_____

Years Nominee has volunteered _____
Average # Hours/Month _____
Contact person _____
Mailing address _____
City _____ Zip _____
Phone _____
Email _____

Nominator's Contact Information

Name _____
Title/Position _____
Address _____
City _____ ZIP _____
Phone _____
Email _____

Return to Parks, Recreation & Community Services Department, 13230 Penn Street, Whittier, CA 90602 by March 28, 2014
Please contact (562) 567-9400 with any questions.

City Council

Bob Henderson, Mayor
Cathy Warner, Mayor Pro Tem
Fernando Dutra
Joseph Vinatieri
Owen Newcomer

Social Services Commission

Sue Dean, Chair
Marisol Santos, Vice Chair
Michael Ely
Rene S. Licon Jr.
Carole Marin
Kathleen McDonnell
Charlene Dimas-Peinado

Jeffrey W. Collier, City Manager
Nancy Mendez, Assistant City Manager
Fran Shields, Director of Parks, Recreation and Community Services

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City of Whittier
Social Services Commission
Volunteer Recognition Program

2014 Program and Application

City of Whittier