

# 2009 Volunteers of the Year Nomination Form

**NOMINATION DEADLINE: 5 p.m. MONDAY, MARCH 2, 2009**

*A completed nomination must include this original form and two copies. (A total of 3) If you submit attachments, you must attach them to this original form and the two copies. All nominations must be mailed to or dropped off at the*

*Tallahassee Democrat.*

**No electronic submissions will be accepted.**

**I. CATEGORIES: (Please check only one)**

**Nomination of Individual**

**OR**

**Nomination of Group**

\_\_\_\_\_ Arts

\_\_\_\_\_ Religion

\_\_\_\_\_ Nonprofit Organization/Club

\_\_\_\_\_ Civic Services

\_\_\_\_\_ Social Services

\_\_\_\_\_ Business/Government Agency

\_\_\_\_\_ Education

\_\_\_\_\_ Youth (Grades 6-12)

\_\_\_\_\_ Professional Manager/Coordinator of Volunteers

**II. NOMINEE:**

\_\_\_\_\_  
Name of individual, organization or business

\_\_\_\_\_  
If youth, what grade?

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
**Nominee E-mail Address**

\_\_\_\_\_  
If organization/business, person representing the nominee at luncheon

\_\_\_\_\_  
Phonetic pronunciation of nominee or representative's name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Zip Code

**III. NOMINATOR:**

\_\_\_\_\_  
Name of nominator (include title if appropriate)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
**E-mail Address**

\_\_\_\_\_  
Name of nominating organization (if appropriate)

\_\_\_\_\_  
Phone

**IV. VERIFICATION:** All nominees must have two (2) references. (These references may be contacted to verify the scope and extent of the nominee's activities.)

\_\_\_\_\_  
Name of reference (include title if appropriate)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Name of reference (include title if appropriate)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Zip Code

# 2009 VOLUNTEERS OF THE YEAR NOMINATION RULES

A single nominator and/or organization may submit a total of three nominations for the 2009 Volunteers of the Year. More than three (3) nominations representing a group, organization, business or agency will not be accepted and all nominations will be returned. The resubmission of the three (3) nominations must be received by the nomination deadline.

Nominations must be made in one of the following categories:

## INDIVIDUALS

- **ARTS** – participating in activities promoting the cultural life of the community.
- **CIVIC SERVICES** – participating in activities to encourage civic involvement, dedicated to improving citizenship or enhancing the quality of life in the community.
- **EDUCATION** – participating in activities related to creating and/or supporting an environment where knowledge flourishes. This may or may not relate to a classroom setting.
- **RELIGION** – participating in the development and/or support of religious activities.
- **SOCIAL SERVICES** – participating in activities or programs contributing to the well being of people.
- **YOUTH** – for middle or high school students participating in outstanding volunteer work.
- **PROFESSIONAL MANAGER/COORDINATOR OF VOLUNTEERS** – for paid professionals employed as managers or coordinators promoting volunteerism. For more information on this category, call 599-2181.

## GROUPS

- **NONPROFIT ORGANIZATION/CLUB** – 501(c)(3) organizations, clubs, neighborhood associations or groups (adult and/or youth) that have contributed significant volunteer service to the community.
- **BUSINESS/GOVERNMENT AGENCY** – private businesses; workplaces; or federal, state or local government agencies or offices that have contributed significant volunteer service to the community.

***A completed nomination must include this original form and two copies. If you submit attachments, we will need you to***

Attachments may not exceed three (3) pages.

All attachments (pamphlets, newspaper clippings, pictures, supplemental answers, letters of recommendation, etc.) must be no larger than 8 ½ by 11 inches. They must be clearly marked as to which of the five judging criteria they are supporting. Unmarked materials will not be considered in the judging process. Do not submit films, dvds, cds, videotapes, audiocassettes or scrapbooks. All nomination packets and other materials become property of the *Tallahassee Democrat* and may be used for publication.

All nomination forms must be complete at the time of submission to the *Tallahassee Democrat*. A nomination form not completely filled out or received after the deadline will not be considered for judging.

We reserve the right to place nominees in the most appropriate category. Decisions of the judges are final. All nomination packets must be received no later than 5 p.m. on Monday, March 2, 2009.

A nominator cannot nominate anyone in his or her immediate family in any category.

A single nominator and/or organization may submit a total of three nominations for the 2009 Volunteers of the Year. More than three (3) nominations representing a group, organization, business or agency will not be accepted and all nominations will be returned. The resubmission of the three (3) nominations must be received by the nomination deadline of 5 p.m. Monday, March 2, 2009. **Nomination packets are available online at [www.tallahassee.com](http://www.tallahassee.com)** and in the main lobby of the *Tallahassee Democrat*.

## Judging Criteria

The following criteria will be used to select the winner in each category. Please provide information and examples of how the nominee best demonstrates excellence, and how his/her volunteer work over the past year relates to each statement and or question. Please be very specific. Judging of nominations will be based upon completed answers to all five criteria.

1. Please list the details of the nominee's activities during 2008.

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2. Describe the need for the services or activities performed by the nominee.

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3. Describe the specific results and/or achievements of the work performed by the nominee.

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4. Please describe in detail any innovative or creative aspects of the nominee's activities and/or accomplishments.

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5. Write a brief description of the breadth of the volunteer involvement by the nominee in the previous years.

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**SIGNATURE OF NOMINATOR:** \_\_\_\_\_

By signing, I verify that I have spoken with, and have the permission of, this Volunteers of the Year candidate for nomination.

Mail or bring completed nomination packet by 5 p.m. Monday, March 2, 2009, to:  
2009 Volunteers of the Year  
*Tallahassee Democrat*  
P.O. Box 990  
277 N. Magnolia Dr.  
Tallahassee, FL 32302-0990

If you have questions, please contact Jeanie J. Booth, Community Relations,  
*Tallahassee Democrat*, at 599-2181, 599-2356 or [Jbooth@tallahassee.com](mailto:Jbooth@tallahassee.com).