

Nomination Help Sheet

Eligibility

- You must be registered as a Garrison volunteer using the Volunteer Management Information System (VMIS) and record at least one hour of service in your position
- You must be an ID Card holder

Nomination Process

- ✓ Nomination Packet submitted by organization
- ✓ Blind copy given to a selection committee
- ✓ Committee votes on top 6 volunteers using a set ranking system (one for each category)
- ✓ Votes returned to AVC PM and tabulation of scores identifies top volunteers(s)

Documented Volunteer Hours

- How many hours has this volunteer contributed in the last volunteer year
- The volunteer year is from April to March nominations are due March 1st
- Volunteer of the Quarter is Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec. Nominations are due the first Monday of the new quarter.
- AVC Program Manager (located at ACS) can assist you in getting the most up to date number of hours this volunteer has submitted
- AVC PM will verify the hours of a volunteer when the nomination is submitted

Extent of Involvement

- List all organizations the nominee currently volunteers with
- This will give the selection committee a full picture of what activities/organizations this nominee is involved in
- Should not only be limited to the organization who is nominating the individual

Extent of Commitment

- What are the volunteer duties?
- How actively does the volunteer participate?
- How much responsibility do they hold?
- How dedicated are they?
- What leadership skills do they demonstrate?

Impact & Contribution to Community

- Explain how this volunteer's work contributes to the welfare of the community
- To whom and what type of impact does their service provide

Additional Information

- ❖ Hours available to Volunteer
- ❖ Special Circumstances
- ❖ Exceptional Performances
- ❖ What other things might you include?

Tips for writing a nomination

- ✚ Interview your nominee and/or do your research!
- ✚ Make sure your description is clear & concise
- ✚ Create a full picture of your nominee
- ✚ Proof read your nomination packet before submission
- ✚ Signature of a Senior ranking member of your organization is required