

County of Hoke
City of Raeford
Volunteer Recognition Program

November 1, 2013

Dear Raeford/Hoke County Leader:

Volunteers enrich our lives. Their voluntary contributions of time, talents, skills, and other resources deserve public recognition. You are asked to nominate volunteers whose efforts help to extend the services of your operation. These nominees will be honored at the annual Volunteer Appreciation Banquet.

Enclosed you will find a nomination form and the guidelines for nominating your volunteers. Please read the forms and guidelines carefully as there have been some changes since last year. **The form requires the signature of the nominator. Any forms that are not signed will not be considered.** The nominating form may be duplicated.

Additionally, a local award will be presented. "The Kay Thomas Award", awarded in memory of one of Hoke County's most contributing volunteers, will be presented to a volunteer who made special contributions to several local organizations/agencies.

Please submit applications by **5:00 p.m., November 25, 2013. Nominations received after this date will not be considered. Please mail completed nominations to the address below or drop them by our office.**

Your help is needed in making this event special for our Hoke County volunteers.

Many thanks for your involvement in this endeavor.

Sincerely,

Keith Walters
County Extension Director

KW/doh

Enclosures

Nomination Guidelines

Who Is Eligible?

- Any individual, group, business or organization whose volunteer activities in Hoke County and by Hoke County residents benefit the community or the County of Hoke in a substantial, important or unique way.
- **Nominees must have been engaged in volunteer activities for a minimum of one year in Hoke County.**
- National Service volunteers must be nominated for service above and beyond that which is required of them in their national service program.
- Students receiving course credits for their volunteer activities are ineligible **unless** the nomination is based on volunteer service that extends beyond the course requirements, in which case it must be clearly indicated in the nomination statement.
- Group/team and corporate volunteerism nominations must be made by those external to the group/team or corporation/business.

Who is Not Eligible?

- Previous winners from within the **past 10 years**.
- Individuals involved in “court mandated community service”.
- Persons nominating themselves, spouses or family members.
- Persons who receive any kind of compensation for services rendered.
(*Exception: Non-Volunteer Service Category – Director of Volunteers*).
- Nomination cannot be based upon serving as a “loaned executive.”

The nomination form consists of three sections. ALL SECTIONS OF THE FORM MUST BE COMPLETED. Nominators may submit one application for each of the twelve “Volunteer Service Categories” and “Non-Volunteer Service Category.” Two references are REQUIRED for each nomination.

All nominations must be submitted by **5:00 p.m., November 25, 2013** on the official 2013 Hoke County Award for Outstanding Volunteer Service nomination forms. You may duplicate the forms if you need extra copies. Nomination forms that are incomplete, altered or received after the due date will not be considered. Please mail completed forms to North Carolina Cooperative Extension, Hoke County Center, P.O. Box 578, Raeford, NC 28376 or you may drop the forms by our center at 116 West Prospect Avenue in Raeford.

If the nominee is a family, group/team or business the name of **one** contact person must be provided. That individual will be the person who will attend the ceremony and accept the award on behalf of the group or business. Only one group, business or civic organization per nomination form. More than one to a nomination form will not be considered.

HANDWRITTEN FORMS WILL NOT BE ACCEPTED. **The nomination form must be typed (11-point font or larger).**

Evaluation is based ONLY on the contents of the nomination form.

Videotapes, cassettes, display materials, scrapbooks, books, photographs, etc. should **not** be submitted.

Nominees are selected based on merit - without regard to race, religion, gender, national origin, or physical/mental disability.

**Hoke County Award for
Outstanding Volunteer Service 2013**

Section I

Name of Nominee _____

Note: The following section is required for all nominations in order to be considered for this award.

Name of Nominee _____

Mailing Address _____

City _____ State _____ Zip Code _____ Phone _____

If the nominee is a group/business/organization, please indicate in the space below the name, address and phone number of one contact person to receive all correspondence regarding the award. This person will accept the award on behalf of the group/business/organization.

Contact Name _____

Mailing Address _____

City _____ State _____ Zip Code _____ Phone _____

Volunteer Service Category (select one)

_____ **Individual:** An individual Volunteer.

_____ **Family:** A family that volunteers together on the same project.

_____ **Group/Team:** A group or team of two or more people that volunteer together on the same project(s) under a group or team name.

_____ **Youth Volunteer:** A person (age 18 or younger) who volunteers.

_____ **Senior Volunteer:** A person (age 55 or older) who volunteers.

_____ **Perseverance in Volunteerism:** An individual who has overcome significant personal obstacles (mental or physical) in order to engage in service to others.

_____ **National Service Volunteer:** An individual member of a National Service Program (AmeriCorps, AmeriCorps VISTA, AmeriCorps NCCC Or Senior Corps) who has demonstrated outstanding volunteer service above and beyond the requirements of the designated program.

_____ **Outstanding Mentor:** An individual volunteer who has demonstrated a commitment to working with children (Ages 18 and younger) in a mentoring capacity and/or been actively engaged in other activities that support a mentoring program.

_____ **Disaster:** An individual, family, group or team that volunteers in disaster preparedness, response, recovery or mitigation activities. (This does not include paid first responders.)

_____ **Faith-Based Volunteer:** An individual, group or team that volunteers through a faith-based community organization.

_____ **Corporate Volunteerism:** A business or corporation that has made a substantial impact in the community by promoting service to their employees by providing volunteer hours or engaging in other volunteer activities.

_____ **Lifetime Achievement:** An individual who has exhibited a lifelong commitment to volunteerism and community service. Nominees must have made a substantial and sustained impact in the community as a result of their service efforts.

_____ **Non-Volunteer Service Category – Director of Volunteers:** A paid staff member who exceeds expectations of good management skills in volunteer recruitment, training, coordination, risk management, evaluation, retention and recognition. Related job titles include Manager of Volunteers or Volunteer Program Director.

Nominator:

Name _____

Address _____

City _____ State _____ Zip Code _____ Phone _____

Nominator Signature (**Required**) _____ Email _____

**Please complete Section I, Section II and Section III.
Only properly completed forms will be accepted.
(Page 1 of 4)**

REFERENCES – Two references are required

(those who are familiar with the nominee's volunteer service)

REFERENCE #1

Name _____

Relationship to Nominee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Signature _____ Date _____

~AND~

REFERENCE #2

Name _____

Relationship to Nominee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Signature _____ Date _____

Nomination Guidelines

(Kay Thomas Award)

This award is given in memory of Kay Thomas one of Hoke County's outstanding volunteers who enhanced the quality of life for Hoke County citizens. She was only the second woman to receive the Citizen of The Year Award. She served in many offices and on numerous boards of civic organizations, businesses and church groups. She was instrumental in establishing programs for under-privileged adults and children. She was also a Realtor and editor for the local newspaper. She was truly an exceptional volunteer.

Who Is Eligible?

- Any individual whose volunteer activities in Hoke County and by Hoke County residents benefit the community or the County of Hoke in a substantial, important or unique way.
- Nominee **must** volunteer at **more than one** agency/organization. List **each** agency/organization that the nominee volunteers with and their duties.

Who is Not Eligible?

- Previous winners from within the past 3 years.
- Individuals involved in "court mandated community service".
- Persons nominating themselves, spouses or family members.
- Persons who receive any kind of compensation for services rendered.

All nominations must be submitted by **5:00 p.m., November 25, 2013** on the official 2013 Hoke County Award for Outstanding Volunteer Service nomination forms. You may duplicate the forms if you need extra copies. Nomination forms that are incomplete, altered or received after the due date will not be considered. Please mail completed forms to North Carolina Cooperative Extension, Hoke County Center, PO Box 578, Raeford, NC 28376 or you may drop the forms by our center at 116 West Prospect Avenue in Raeford.

The nomination form must be typewritten.

Evaluation is based ONLY on the contents of the nomination form.

Nominees are selected based on merit - without regard to race, religion, gender, national origin, or physical/mental disability.

**Hoke County Award for Outstanding Volunteer Service 2013
"The Kay Thomas Award"**

Name of Nominee _____

NOTE: The following section is required for all nominations in order to be considered for this award.

Name of Nominee _____

Mailing Address _____

City _____ State _____ Zip Code _____ Phone _____

Agency/Organization Name: _____

Duties of Volunteer: _____

Agency/Organization Name: _____

Duties of Volunteer: _____

Agency/Organization Name: _____

Duties of Volunteer: _____

Name of Nominator _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email: _____

Signature of Nominator (**Required**) _____

REFERENCES – Two references are required

(those who are familiar with the nominee's volunteer service)

REFERENCE #1

Name _____

Relationship to Nominee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Signature _____ Date _____

~AND~

REFERENCE #2

Name _____

Relationship to Nominee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Signature _____ Date _____