

2015 GOVERNOR'S VOLUNTEER AWARDS

Coordinated by the Iowa Commission on Volunteer Service (ICVS or Volunteer Iowa)

Nominations must be submitted by April 3, 2015!

The Governor's Volunteer Awards (GVA) program provides an easy and low-cost way to honor local volunteers with a prestigious, once-in-a-lifetime, state-level recognition award. Nominations should be submitted by the organization at which the volunteer served. The awards are non-competitive, meaning that the person submitting the information is notifying the state that they have determined the individual or group listed is deserving of this honor.

- The handling fee covers the cost of printing certificates, invitations, and ceremony materials, as well as memento photos, pins, and postage
 - As a school employee, you do not need to send in a handling fee; that is paid by the Department of Education. Each school may submit ONE individual, and ONE group nomination.

INSTRUCTIONS — PLEASE READ CAREFULLY

- ALL nominations must be submitted through and approved by an official Governor's Volunteer Awards Agency Coordinator. For additional information, examples of where to submit a nomination, a list of coordinators, and regional recognition ceremony details, visit www.volunteeriowa.org/awards.
- Except for Disaster Volunteer and Length of Service Awards, people or groups honored previously should not be nominated again. If duplicates are discovered, the nomination may be rejected and the nominator will be notified that the award will not be presented.
- Recipients do not necessarily need to live in Iowa, but their service must have benefited Iowans or an Iowa organization. To help select your "Super Star" volunteer(s) for this award, think about their contribution to your agency/organization. What were the benefits of the nominee's efforts? What makes the accomplishments of this nominee more significant than those of other volunteers? How many hours were contributed by the volunteer to your agency/organization?
- Double-check the spelling of the nominee's name and verify that the mailing address is correct. The information you provide will be used to prepare the award certificate and ceremony invitation, so accuracy is critical.
- Complete one electronic form for EACH award you wish to have presented; do not use ALL CAPS:
 - A couple, "Joe and Sally Jones", should be nominated separately so each of them will receive an individual award. It is acceptable to submit them for a group award only if they spent their time volunteering together as a team.
 - For all group awards, the name of a primary contact person must be included. Please do NOT enter the name of the organization in the first and last name fields; the name of an actual person the notification letter can be addressed to is required.
 - BEFORE you click the Save This Record button, you may wish to print a copy of the form to keep for your own records.
 - **When all the information is complete, you must click Save this Record to submit the nomination!** *The online system will then take you to a new blank nomination form with a confirmation message in red text at the top.* You may now enter another nomination, or if you are finished making nominations simply close your web browser.

- **THIS LINK FOR USE BY STAFF AND AFFILIATES OF the Iowa Department of Education ONLY. DO NOT SHARE IT WITH YOUR CONTACTS OR THE GENERAL PUBLIC.**

www.iowa.gov/gva/GVAwardsnomination.aspx?idAgency=52

Thank you for taking the time to recognize and honor the volunteers who help with countless activities! If you have any questions, please contact me:

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