

INSTRUCTIONS FOR **NON-STATE GOVERNMENT¹** ENTITIES ONLY

2016 GOVERNOR'S VOLUNTEER AWARDS

Coordinated by Volunteer Iowa (Iowa Commission on Volunteer Service)

Nominations must be submitted by April 4, 2016



Background

The Governor's Volunteer Award program was established in 1982 to honor and recognize the commitment, service and time that hundreds of volunteers contribute each year to meet community challenges; making our cities, towns, schools, and our state a better place to live, work, and raise a family.

The program provides an easy, non-competitive² and low-cost way to honor individuals or groups—who have demonstrated exceptional leadership, creativity, cooperation, and hard work through their volunteer service—with a prestigious state-level recognition award.

Awards are presented during recognition ceremonies held each spring at several locations around the state. The \$15 per award handling fee helps cover the cost of printing certificates, invitations, and ceremony materials, as well as memento photos, pins, and postage.

Award Guidelines

- Nonprofits, charitable organizations, and government entities (city, county, state, and federal) operating in Iowa may select their volunteers for an award in one of three categories:
 - Individual: one person providing outstanding volunteer service to benefit others
 - Group: two or more individuals, such as a Scout Troop, family, or group of co-workers, who volunteer together for the same organization or project
 - Length of Service: volunteers who serve the same organization for multiple years are eligible. Awards are available in increments of five years, e.g., 5, 10, 15, etc.
- People previously honored with an Individual Award should not receive another, but may be selected once every five years for a Length of Service Award
- Recipients are not required to live in Iowa, but their service must have benefited an Iowa organization and/or the people it serves
- ALL nominations must be submitted through and approved by a participating state agency or Volunteer Iowa

Information Needed to Complete Online Form

- Full name and complete mailing address of the recipient (including a specific contact person for group awards)
- Phone number
- E-mail address (optional)
- Very brief description of why this individual or group was selected for an award (approximately 500 characters)
- Contact information for the person submitting the information
- Once the form is complete and you click the SAVE button, you will be taken to a new, blank nomination form, which includes a message confirming your submission. Here, you can enter another nomination if you have one, or simply close your web browser.

THIS LINK IS FOR USE BY NON-STATE GOVERNMENT¹ ENTITIES ONLY:

<http://www.iowa.gov/gva/GVAwardsnomination.aspx?idAgency=130>

You must follow up your submission(s) by sending a check for \$15 per award (payable to State of Iowa) to Volunteer Iowa, ATTN: Governor's Volunteer Awards, 200 East Grand Ave., Des Moines, IA 50309. **Please include the name(s) of your nominee(s) with your check. Payment deadline is April 30.**

If you have any questions, please contact Volunteer Iowa at icvs@iowa.gov or 515.725.3094.

¹ If you represent a unit of state government, you must request the appropriate online form link from your agency's coordinator. A list is available at www.volunteeriowa.org/awards.

² Non-competitive means the person completing the nomination form verifies that the individual or group listed is deserving of this honor; there is no review process at the state level to decide who does or does not get an award. However, Volunteer Iowa reserves the right to refuse to bestow an award if it is deemed inappropriate.