

2008 Volunteer Center *Inspire by Example* Nomination

Recognize your volunteers and organization! Nominate an outstanding individual, team or volunteer leader for the Volunteer Center's annual Inspire by Example Award.

Winners will be recognized at the Volunteer Celebration luncheon on Wednesday, April 30th, at the Italian Community Center. Just complete this nomination form and follow the instructions on the reverse. Winning nonprofit organizations will receive a \$500 donation.

Check award nomination category (only one box per form):

- Adult (18 years and older)
- Youth (under 18 years)
- Team (2 or more individuals)
- Business (for encouraging and engaging employee volunteerism)
- Wile Volunteer Management



A. Nominee Information (please print):

Individual or Team Name: _____
Representative (for Team): _____
Company (if applicable): _____
Street Address: _____ City/Zip: _____
Daytime Phone: _____ Evening Phone: _____
Email: _____

B. Nominee Service Information:

Agency Served: _____
Street Address: _____ City/Zip: _____
Phone: () _____ Agency Director or Volunteer Coordinator: _____

C. Letter of Support:

On a separate sheet (two page limit), explain why this individual, team, business, or Volunteer Manager deserves this award. See the reverse side for what to include. NOTE – the categories MUST be clearly identified for each paragraph.

D. Nominator Information:

Name: _____ Organization: _____
Street Address: _____ City/Zip: _____
Daytime Phone: _____ Evening Phone: _____
Email: _____

Please mail, fax or deliver to:
Debbie Knepke, Volunteer Center of Greater Milwaukee
2819 W. Highland Blvd., Milwaukee, WI 53208-3217
Fax: 414.344.7071 / Phone: 414.273-7887

Entries must be received by 4 p.m. Friday, February 22nd.
The Volunteer Center is a service of the Nonprofit Center of Milwaukee, Inc.



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Instructions and Criteria

The Volunteer Center's "Inspire by Example" award recognizes an outstanding Milwaukee County adult, youth, team, and business, who demonstrate commitment to, and active engagement in volunteering. The Wile Volunteer Management Award, named for Shirley Chase Wile - founder of the Inter Agency Council on Volunteerism (IACV), honors the professional volunteer manager. The award is co-sponsored by IACV.

All winners will receive lunch and a commemorative award at the event. All nominees are recognized in our printed program. Winner information will be shared with the media and may be published.

Eligibility

- Religious, fraternal or professional groups providing services to *their* members only are NOT eligible.
- Nominees are eligible in ONE category only and previous Inspire by Example winners are not eligible.

Complete the Nomination Form

- Each nomination must include the completed form (on the reverse side) and one *Letter of Support*.
- Do not send photos, videos, scrapbooks, or a binder.
- Assume judges know nothing about the nominee, organization, or community. Consider it your job to "sell" the judges on why your nominee should win. Give specific examples; include quotes.
- If the nominee volunteers at more than one organization, please include in the biography.
- Nominations that do not have the categories below CLEARLY identified will be disqualified.
- Receipt of the Nomination Form will be acknowledged.

Your Letter of Support should include one typewritten paragraph for each criteria listed below (limit to two pages). Please label each paragraph with the following categories.

Adult, Youth and Team Excellence Awards

- Biography - Brief background and history of activity. Include # of hours, frequency and motivation.
- Activity - Describe outstanding volunteer service(s). Explain how the results were accomplished.
- Need - Describe the need for nominee's service(s).
- Initiative - Describe any of the nominee's initiatives, such as: starting a new program, using innovative methods to solve problems, promoting collaboration with other organizations or any other activities.
- Impact - Describe the difference the nominee's service made for the clients, agency and the community. Who was positively affected and how? Who values the work of the nominee and why?
- Challenges - Describe any challenges the nominee has encountered such as physical or mental handicaps, limited resources, public perception, lack of support, etc.
- Reflection - Offer your personal comments here – anything you wish to share that was not covered above. Nominee's comments are also welcome.

Business Excellence Award

- Summary - The mission or purpose of the employee volunteer program and it is supported by management.
- Community Need - What specific needs are addressed and who receives the services. Also include any initiatives that were developed.
- Results - What specific results were achieved?
- Operation - How many employees participate; how often is service provided; how is service funded; what distinguishes this business volunteer program from others?
- Reflection - Offer your personal comments here – anything you wish to share that was not covered above.

Wile Volunteer Management Award

- Summary - Describe the volunteer program and
- Effective Use of Leadership Skills - Include length of service, interpersonal and problem solving skills, and organizational/supervisor skills (the ability to recruit, train, and evaluate volunteers).
- Management - Describe nominee's creative management of people, resources and opportunities.
- Volunteer Needs - Ability to assess the volunteers' needs and goals, and inspire their personal development.
- Agency Needs - Effective involvement of volunteers to meet the needs and mission of the agency.
- Growth - Evidence of continued professional growth and development, as well as involvement in other volunteer activities and leadership outside of the agency.
- Reflection - Offer your personal comments here – anything you wish to share that was not covered above. Nominee's comments are also welcome.