

2012 Volunteer Center Nomination Form

Nominate an outstanding individual, team or business for the annual *Inspire by Example* Award.

Winners will be recognized at the 30th Annual Volunteer Celebration luncheon on Thursday, April 12th, at the Italian Community Center. Just complete this form and follow the instructions for the Letter of Support.

Check award category (only one box per form):

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



* Nonprofit organizations served by winners will receive a \$1,000 donation.

A. Nominee Information (please print):

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

B. Nominee Service Information:

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

C. Nominator Information:

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

D. 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).

Mail, fax, deliver or email to:
Debbie Knepke, Volunteer Center of Greater Milwaukee
2819 W. Highland Blvd., Milwaukee, WI 53208-3217
Fax: 414.344.7071 / Phone: 414.273.7887
dknepke@volunteermilwaukee.org

Nomination Submissions Due Friday, February 3, 2012



The Volunteer Center is a service of the Nonprofit Center of Milwaukee, Inc.

over

Instructions and Criteria

The *Inspire by Example* award recognizes an outstanding adult, youth, team, and business who demonstrate commitment to, and active engagement in volunteering in Milwaukee County.

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 AVM - the Association of Volunteer Managers of SE Wisconsin.

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.
- Previous *Inspire by Example* winners are not eligible for the same category.
- Inspire by Example nominees must volunteer in Milwaukee County; The Wile Volunteer Management Award is open to professional volunteer manager nominees throughout southeastern Wisconsin.

Required Nomination Information

- Each nomination must include the Nomination Form.
- Each nomination must include a Letter of Support, including one typewritten paragraph for each bullet point listed below (limit to two pages). Label each paragraph with the underline criteria title. Nominations that do not have the criteria below CLEARLY identified will be disqualified. Do not send photos, videos or scrapbooks.
- 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, personal comments. Include quotes.
- Receipt of the Nomination Form will be acknowledged via email.

Adult, Youth and Team Awards

- Activity – Briefly state the nominee's responsibilities within the organization. Include level of involvement, number of hours, frequency, motivation and challenges overcome.
- Need - Describe the need for the nominee's service.
- Initiative and Innovation – Describe any of the nominees' initiatives such as:
 - starting a new program
 - improving a process
 - something that simply would not have happened without that single person
- Impact - Describe the difference the nominee's service made for the clients, agency and the community. What changed? Who was positively affected and how? Who values the work of the nominee and why?

Business Award

- Summary - The mission or purpose of the employee volunteer program.
- Community Need - What specific needs are addressed and who receives the services. Also include any initiatives / collaborations 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 employee volunteer program from others? Is it supported by management?
- Reflection - Offer your personal comments here – may include one Letter of Recommendation.

Wile Volunteer Management Award

- Summary - Describe the volunteer program
- 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.