



## **Kit Carson Volunteer Service Award Award Packet**

<b>Award Description</b>	The Fort Carson “Kit Carson Volunteer Service Award” is an impact award recognizing an individual volunteer who has been instrumental in support of a unit or organization.
<b>Award Presentation</b>	Presented at a venue of the unit/directorate/organization’s discretion;
<b>Components</b>	Certificate signed by the Installation Commanding General.
<b>Approving Authority</b>	Fort Carson Commanding General
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• This award recognizes volunteers that have used their ingenuity and creativity to create meaningful change in a community with specific outcomes and impact</li> <li>• Any Fort Carson volunteer who has served within the Unit/Directorate/Organization throughout the calendar year with outstanding volunteer service for the unit/organization and to the Fort Carson Community.</li> <li>• Those volunteers submitted by units/organizations will receive the Kit Carson Volunteer Service Award</li> </ul>
<b>Submission Packet</b>	<ul style="list-style-type: none"> <li>• Submit individual award packet signed by the Commander and/or Director with: <ul style="list-style-type: none"> <li>○ Volunteer name/organization/Address/Telephone/Email</li> <li>○ Dates for period of volunteer service (within the calendar year)</li> <li>○ Justification memorandum of noteworthy accomplishments; impact</li> </ul> </li> </ul> <p>Citation write-up is required</p>
<b>Staffing Channels</b>	Submit completed award packets to the AVCC NLT 30 days prior to the presentation date.
<b>Notes</b>	The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a> or by visiting: <a href="https://carson.armymwr.com/programs/army-volunteer-corps">https://carson.armymwr.com/programs/army-volunteer-corps</a>



**Fort Carson Kit Carson Volunteer  
Service Award  
Award Packet**  
(THIS FORM MAY BE DUPLICATED)



**PART I – VOLUNTEER INFORMATION**

**VOLUNTEER NAME:** \_\_\_\_\_

**RANK (if applicable):** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**HOME PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**WORK PHONE NUMBER:** \_\_\_\_\_

**AWARD(S) PREVIOUSLY RECEIVED:** \_\_\_\_\_

**ORGANIZATION/AGENCY WHERE THEY VOLUNTEER:** \_\_\_\_\_

**SUBMITTING AGENCY:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_  
(Print or Type Name) (Signature)

**PHONE NUMBER / EMAIL:** \_\_\_\_\_

**PART II –JUSTIFICATION MEMORANDUM**

**PART III – PROPOSED CITATION**

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVCC, 6303 WETZEL AVE., BLDG 1526,  
TEL 526-1082 / [JOSESIMO.R.BAUTISTA.CIV@MAIL.MIL](mailto:JOSESIMO.R.BAUTISTA.CIV@MAIL.MIL) NLT 30 DAYS PRIOR TO  
THE PRESENTION DATE.**

**JUSTIFICATION MEMORANDUM  
KIT CARSON VOLUNTEER SERVICE AWARD**

**(SAMPLE)**

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Fort Carson and 4<sup>th</sup> ID Volunteer of the Quarter (1<sup>st</sup> Quarter) Award for: \_\_\_\_\_

1. Jane Doe is submitted for the Fort Carson and 4<sup>th</sup> ID Volunteer of the Quarter (1<sup>st</sup> Quarter) Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Carson Community throughout the 1<sup>st</sup> Quarter.
3. The noteworthy accomplishments of this volunteer include:
  - a. Number of service hours tracked by VMIS (optional).
  - b. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES

*Brigade Family Readiness Group Advisor's: Jane Doe has been the driving force behind this group of Advisors and FRG Leaders, which meets on a monthly basis. She arranged for different organizations to brief this group on programs and changes taking place in the community.*

c. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION

*Jane Doe's guidance and leadership was instrumental in assisting the Thrift Shop through a very difficult time when they had to reduce inventory, relocate the entire facility and rebuild inventory. Thanks to Jane's efforts the Thrift Shop is again a thriving, money-making business that supports the Fort Carson Community.*

4. A PROPOSED CITATION IS ATTACHED OR CUSTOMIZE YOUR CITATION.

7. If submitted and signed by the COMMANDER/DIRECTOR, the award presentation will be held on 11 April 2019 at 1000, Elkhorn Conference Center, Fort Carson, Colorado 80913.

8. POC is (submitted by), (phone number and email).

(SIGNATURE BLOCK)  
Commander/Director

## **CITATIONS (SAMPLES)**

### **PROPOSED CITATION FOR JOHN SMITH**

FOR EXCEPTIONALLY MERITORIOUS SERVICE IN SUPPORT OF THE FORT CARSON YOUTH SERVICES' SPORTS PROGRAM FOR THE PERIOD JUNE 2009 THROUGH JUNE 2011. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2011, HE HAS VOLUNTEERED IN EXCESS OF 2,100 HOURS. HE HAS MADE EXCEPTIONAL CONTRIBUTIONS WHICH ARE EVIDENT BY THE GROWING NUMBER OF PARENTS AND YOUTH INVOLVED IN VARIOUS PROGRAMS. MR. SMITH'S EFFORTS REFLECT GREAT CREDIT UPON HIMSELF, THE FORT CARSON COMMUNITY, AND THE UNITED STATES ARMY.

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### **PROPOSED CITATION FOR JANE DOE**

FOR EXEMPLARY VOLUNTEER SERVICE TO THE FORT CARSON COMMUNITY DURING THE PERIOD JANUARY 2009 THROUGH OCTOBER 2011. AS AN ADVISOR TO A NUMBER OF ORGANIZATIONS, MRS. DOE'S SUPPORT AND GUIDANCE WERE INSTRUMENTAL TO THE SUCCESS OF VARIOUS COMMENDABLE INITIATIVES, MOST NOTABLE WERE HER EFFORTS IN THE THRIFT SHOP REVITALIZATION AND THE OFFICERS' SPOUSES CLUB FUND-RAISING EVENTS. SHE FOUNDED THE FORT CARSON JOINT SCHOLARSHIP FUND, WHICH DISBURSED MORE THAN \$30,000 IN SCHOLARSHIPS DURING ITS FIRST YEAR. MRS. DOE'S EFFORTS REFLECT GREAT CREDIT UPON HERSELF, THE FORT CARSON COMMUNITY, AND THE UNITED STATES ARMY.