



VOLUNTEER NOMINATION FORM

Fort Carson Annual Volunteer Recognition

15 May 2018

(THIS FORM MAY BE DUPLICATED)



Nomination Due: 8 March 2018

PART I – NOMINEE INFORMATION

AWARD VOLUNTEER BEING NOMINATED FOR: _____

VOLUNTEER NAME: _____

RANK (if applicable): _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

EMAIL: _____

WORK PHONE NUMBER: _____

TOTAL HOURS OF VOLUNTEER SERVICE RECORDED IN VMIS: _____

AWARD(S) PREVIOUSLY RECEIVED: _____

ORGANIZATION/AGENCY WHERE THEY VOLUNTEER(S): _____

NOMINATING AGENCY: _____

NOMINATOR: _____

(Print or Type Name)

(Signature)

NOMINATOR PHONE NUMBER / EMAIL: _____

PART II – NOMINEE CONTRIBUTIONS (STATEMENT OF NOMINATION): On an attached separate sheet of paper the Statement of Nomination must be typed in bullet format, 1” margins, and 12-point font, detail specific contribution(s) made by volunteer during the nomination period.

PART III – PROPOSED CITATION: On a separate sheet of paper provide proposed citation (not to exceed 12 lines) describing the individual’s contribution(s). Include full name, dates of service, and specific accomplishments.

SUBMIT ALL REQUIRED DOCUMENTS TO THE AVCC, BUILDING 1526, TEL 526-1082.

STATEMENT OF NOMINATION

FORMAT:

- a. Please use short bullet statements to address the criteria in the order they are listed below. Send no more than five statements per criteria. The key is to minimize descriptions and maximize the nominee's results.
- b. Include nominee's name in top right hand corner of each additional page.
- c. Attach nomination form, and citation as necessary.

Address the following in the Statement of Nomination: (Not to exceed two (2) pages)

1. Innovation and exceptional demonstration of best practices of the unit or agency.
2. Commitment to the richness, expertise, diversity, and growth of the unit or agency program(s).
3. Leadership resulting in the manifestation of the highest standards of Community Service.
4. Exceptional teamwork and collaboration within the unit or agency and/or with other community organizations.
5. Proven commitment to the Fort Carson and the Army mission.
6. Address all other criteria of the specific award being submitted.

SAMPLE MEMORANDUM

Office Symbol

Date

MEMORANDUM FOR Army Community Service, ATTN: AVCC, 1500 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Nomination for _____

1. Jane Doe is nominated for the _____ Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has given to the Fort Carson Community during the period January 2017 through December 2017.
3. A total of 450 hours of volunteer service were contributed by this individual during the period covered by this nomination.
4. The noteworthy accomplishments of this volunteer include:
 - a. 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. Armed with this information the unit's Advisors were able to go into the community and provide valuable service.
 - b. Honorary Chairperson and Advisor for the Thrift Shop: 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.
 - c. Fort Carson Joint Scholarship Fund: Jane Doe founded the Fort Carson Joint Scholarship Fund. Jane was the driving force, encouraging Fort Carson organizations to band together for a more efficient way to distribute college scholarships to our children and family members. Due to Jane's tireless efforts the Joint Scholarship Fund was able to disperse \$30,000 in the form of 30 scholarships during its first year.
 - d. Jane's tireless efforts and selfless efforts have contributed greatly to the quality of life for all members of the Iron Horse family and are a direct reflection of personal dedication to the Army, its Soldiers, and their Family members.
5. A proposed citation is enclosed.
6. Her outstanding performance, integrity, personal conducts have won her the respect of each organization for whom she has volunteered. Individual POC and telephone number for the organizations listed in paragraph 4 with whom we have coordinated this nomination are:
 - a. COL Smith, Brigade Commander, telephone (719) 555-0111, as identified in paragraph 4-a.
 - b. Jane Johnson, Thrift Shop Manager, telephone (719) 555-2211, as identified in paragraph 4-b.
 - c. Lee Jones, Fort Carson Joint Scholarship Fund, telephone (719) 555-2393, as identified in paragraph 4-c.
7. If approved by the Commanding General, the award presentation will be held on 15 May 2018 at 1500, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)

SAMPLE CITATIONS

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 IS 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.

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.