

Adult Volunteer of the Year

Award Description	The Fort Carson <i>Adult Volunteer of the Year</i> award recognizes any outstanding volunteer annually.
Award Presentation	This award is presented at the Fort Carson Annual Installation Volunteer Award Recognition. Five (5) Adult Volunteers of the Year are named annually.
Components	Certificate signed by the Installation Commanding General; Fort Carson Keepsake
Approving Authority	Fort Carson Commanding General: Nominations are reviewed by a selection panel. The panel consists of (2) two representatives from Division Command (one representing the 4ID and Fort Carson Commander, the other representing the 4ID and Fort Carson Command Sergeant Major), (2) two from the Garrison Command (one representing the Garrison Commander and the other representing the Garrison Command Sergeant Major), and (1) one representative from the Office of Staff Judge Advocate (SJA).
Criteria	Nominations are reviewed by the panel with the express objective of selecting award recipients based off of nominations. <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) and has tracked service hours. • Volunteered a minimum of 750 hours for previous calendar year • Volunteered with at least two (2) separate Units/Directorates/Organizations on Fort Carson and/or off-post community • If service is off-post, hours must be tracked and verified through VMIS under Fort Carson Operation Good Samaritan (OGS)
Submission Packet	<ul style="list-style-type: none"> • Complete the Fort Carson Adult Volunteer of the Year nomination form. <ul style="list-style-type: none"> ○ Volunteer Name/Organization/Address/Telephone/Email ○ Dates for period of volunteer service (within the calendar year) ○ Total volunteer hours contributed ○ Justification statement of noteworthy accomplishments • Justification Memorandum which describes exceptional service and impact to nominating entity warranting selection as Fort Carson Adult Volunteer of the Year • Citation is required for this award • Ensure nomination packet is signed by Unit Commander/Director
Staffing Channels	<ul style="list-style-type: none"> • Submit completed nomination packets to the AVCC by the suspense date for annual awards recognition.