4th ID and Fort Carson & Volunteer of the Quarter

Award Packet for 1st Quarter, FY 2020

Recognition: 23 January 2020, 1100-1200hrs
4th Infantry Division Headquarters, Room 107

Submissions Due: 2 January 2020

Award Description	The Fort Carson Volunteer of the Quarter Award recognizes any outstanding volunteer instrumental in the support of a Unit, Directorate, or Private Organization throughout a specified quarter. The VOQ Award will be based on a **Fiscal Year**. Please see below for the submission and recognition schedule: **1st Quarter: Oct/Nov/Dec 2020: Recognition: 23 January 2020** **Submissions Due: 2 January 2020**

Award Presentation	The Volunteer of the Quarter Recognition will take place at the 4th Infantry Division Headquarter, Room 107. Light refreshments will be serve immediately following the ceremony.
Components	Certificate signed by the Installation Commanding General; Volunteer Pin
Approving Authority	Discretion of the Unit, Directorate and Private Organization
Criteria	• Brigade level Units can recognize up to **five (5)** of their volunteers each quarter. • Separate Battalions, Directorates and Private Organizations can recognize **up to two (2)** of their volunteers each quarter. • This award is reserved for the Unit/Directorate/Organization's top Volunteers of the Quarter. • Those submitted will be selected. • No minimum hours are required. • Battalions, Directorates and Private Organizations are responsible to submit quarterly packets to be processed by the due dates outlined above.
Submission Packet	• Submit individual award packet signed by the Commander and/or Director with: o Volunteer name/organization/Address/Telephone/Email o Dates for period of volunteer service (within the calendar year) o Justification memorandum of noteworthy accomplishments; impact • Citation write-up is required. • Submit Photo(s): These photos will run in a slideshow during the ceremony. o Picture must be minimum of 300dpi resolution and in JPG format o Showing volunteer in action o If group picture is submitted, volunteer must be identified. o Email photo or drop off picture saved on CD to the AVC office
Staffing Channels	Submit completed award packets and photos to: • All Military Units to CPT Timothy Barba, Division Soldier & Family Readiness Program Coordinator, timothy.r.barba.mil@mail.mil, 719-526-0012 by the suspense date for the VOQ ceremony. • All Directorates / Private Originations to the AVCC by the suspense date for the VOQ ceremony.
Notes	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 josesimo.r.bautista.civ@mail.mil or by visiting: https://carson.armymwr.com/programs/army-volunteer-corps

4th ID and Fort Carson
Volunteer of the Quarter
Award Packet

DUE DATE: 2 January 2020
(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

PART IV – PHOTO(S) OF THE AWARDEE.

JUSTIFICATION MEMORANDUM
FOR VOLUNTEER OF THE QUARTER
(SAMPLE)

Office Symbol Date

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

SUBJECT: 4th ID and Fort Carson Volunteer of the Quarter (1st Quarter) Award for: _____

1. Jane Doe is submitted for the 4th ID and Fort Carson Volunteer of the Quarter (1st Quarter) Award.

2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Carson Community throughout the 1st 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 23 January 2020 at 1100hrs, 4th Infantry Division Headquarters, Room 107, 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.

PROPOSED CITATION FOR JANE DOE

FOR EXEMPLARY VOLUNTEER SERVICE TO THE FORT CARSON COMMUNITY DURING THE PERIOD JANUARY 2009THROUGH 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.