



## **Award Nomination Packets for:**

---

# **Kit Carson Volunteer Service Award**

---

The point of contact for all awards: Cynthia Brisby, Fort Carson Army Volunteer Program Manager. Additional information can be obtained by calling (719) 526-1082 / (719) 425-5009 or emailing [cynthia.a.brisby.civ@army.mil](mailto:cynthia.a.brisby.civ@army.mil)

Email nomination packets to: AVC Office  
[usarmy.carson.id-readiness.list.dfmwr-acv-volunteer-corp@army.mil](mailto:usarmy.carson.id-readiness.list.dfmwr-acv-volunteer-corp@army.mil)

# Kit Carson Services Award

<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 and time 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>• Awarded to volunteers for their service to 4<sup>th</sup> Infantry Division, tenant units or organizations on Fort Carson. Recognizing the role they have played in the Fort Carson Community.</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>	Submit individual award packet signed by the Battalion level Commander and/or Directorate equivalent 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>• Citation write-up is required</li> </ul>
<b>Staffing Channels</b>	Submit completed award packets to AVC office <a href="mailto:usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil">usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil</a> <ul style="list-style-type: none"> <li>• NLT 30 days prior to the presentation date</li> </ul>
<b>Notes</b>	Additional award information and submission forms can be obtained by calling our AVC team at 719.526.1082 / 719.526.8303 or via e-mail at <a href="mailto:usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil">usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil</a> Forms can also be downloaded by visiting: <a href="https://carson.armymwr.com/programs/army-volunteer-corps">https://carson.armymwr.com/programs/army-volunteer-corps</a> Click to expand the Fort Carson Volunteer Award Recognition



**NOMINATION FORM FOR:  
Fort Carson Kit Carson Volunteer  
Service Award**



**(THIS FORM MAY BE DUPLICATED)**

**PART I – NOMINEE INFORMATION**

**NOMINATION FOR:** KIT CARSON VOLUNTEER SERVICE AWARD

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

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

**CELL NUMBER:** \_\_\_\_\_

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

**ORGANIZATION/AGENCY (Written as you want on the certificate):** \_\_\_\_\_

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

**NOMINATOR:** \_\_\_\_\_

(Print or Type Name)

(Signature)

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

**AUTHORIZED BY**

\_\_\_\_\_  
**SIGNATURE**

Battalion level Commander or Directorate equivalent

**PART II – PROPOSED CITATION**

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVC OFFICE,  
6303 WETZEL AVE., BLDG 1526, TEL 526-1082**

[USARMY.CARSON.ID-READINESS.LIST.DFMWR-ACS-ARMY-VOLUNTEER-CORP@ARMY.MIL](mailto:USARMY.CARSON.ID-READINESS.LIST.DFMWR-ACS-ARMY-VOLUNTEER-CORP@ARMY.MIL)

**NLT 30 DAYS PRIOR TO THE PRESENTION DATE.**

## **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 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.