



Kit Carson Volunteer Service Award Award Packet

Award Description	The <i>Fort Carson Kit Carson Volunteer Service Award</i> is an impact award recognizing an individual volunteer who has been instrumental in support of a unit or organization.
Award Presentation	Presented at a venue and time of the unit/directorate/organization's discretion.
Components	Certificate signed by the Installation Commanding General.
Approving Authority	Fort Carson Commanding General
Criteria	<ul style="list-style-type: none"> • This award recognizes volunteers who have used their ingenuity and creativity to create meaningful change in a community with specific outcomes and impact • 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. • Those volunteers submitted by units/organizations will receive the Kit Carson Volunteer Service Award
Submission Packet	<ul style="list-style-type: none"> • Submit individual award packet signed by the Commander and/or Director with: <ul style="list-style-type: none"> ○ Volunteer name/organization/Address/Telephone/Email ○ Dates for period of volunteer service (within the calendar year) ○ Justification memorandum of noteworthy accomplishments; impact <p>Citation write-up is required</p>
Staffing Channels	Submit completed award packets to the AVC Office NLT 30 days prior to the presentation date.
Notes	The point of contact for this award is Celsa 'Celsie' Day, Fort Carson AVC Program Manager. Additional info about this award can be obtained by contacting Ms. Day at 719-526-1082 or via e-mail at celsa.r.day.civ@army.mil or by visiting: https://carson.armymwr.com/programs/army-volunteer-corps



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(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 AVC Office, 6303 WETZEL AVE., BLDG
1526, TEL 526-1082 / CELSA.R.DAY@ARMY.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 4th ID Volunteer of the Quarter (1st Quarter) Award for: _____

1. Jane Doe is submitted for the Fort Carson and 4th ID 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 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.

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.