



2018

**United States Army Garrison Alaska
Annual Volunteer Recognition Ceremony
Information and Nomination Packet**



For Questions Call the
ACS Army Volunteer Corps Coordinator
(907) 353-4337

Email: jimmy.l.russell4.civ@mail.mil

2018 Volunteer Recognition Award Information

Program

1. The Volunteer Recognition Ceremony is an annual event which recognizes the exemplary achievement in volunteer service to the Fort Wainwright Military Community. This year United States Army Garrison Alaska will recognize the outstanding dedication and service by the volunteers who have logged over 100 hours into the Volunteer Management Information System (VMIS) for the period of 1 January – 31 December 2018. Volunteers within the community will also be afforded the opportunity to be nominated for the Fort Wainwright Volunteer of the Year (VOY) in their respective category listed below. All nominees within Fort Wainwright exemplify selfless service as demonstrated by their accomplishments, impact of service, and personal merit.

2. Each Major Subordinate Command (MSC), tenant organization, and volunteer agency or group of agencies may conduct a Volunteer(s) of the Year selection process to determine its Volunteer(s) of the Year in any or all of the following categories:

- * Youth (ages 13-18)
 - * Active Duty Military Member
 - * Military Family Member
 - * DA Civilian or Retiree
- * **Fort Wainwright Volunteer of the Year**
(one will be picked among the above categories)

*** **All members must be registered in VMIS**

Table 1 – Important Dates

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Provide VOY names	01 APR 19	1600	ACS <i>or</i> email: jimmy.l.russell4.civ@mail.mil
VOY Screening and Selection	02 APR 19	1200	ACS
Send out Nominee notifications and Invitations	03 APR 19	1000	ACS
Submit Names for Plaque	09 APR 19	1500	ACS
Volunteer Recognition Ceremony	25 APR 19	1800	Registration and Social 1700-1750; Ceremony begins 1800 Birch Hill Ski Lodge

Nomination Instructions:

1. Each organization is allowed to submit a nomination for a volunteer in each of the aforementioned four (4) categories, if applicable.
2. Nominations must include the following as indicated on the form:
 - a. Service dates.
 - b. Information on specific volunteer service in sufficient detail to identify the nature of the service.
 - c. Volunteer service in area(s) outside of nominating unit, organization, or agency.
 - d. Point of contact for nomination.
 - e. Address, phone number and email address of nominee.
 - f. Summary of accomplishments or contributions to include:
 - (1) Impact on organization.
 - (2) What makes accomplishment of nominee more significant than others?
 - (3) Nominee's special skills, qualities, and/or leadership.
 - (4) Any relevant accomplishment, awards or honors nominee achieved.
 - (5) Hours logged in VMIS for 01 JAN -- 31 DEC 2018
3. Completed nomination packages should be digitally sent to jimmy.l.russell4.civ@mail.mil or hand carry to Army Community Service, Bldg 3401 Santiago Ave, no later than 01 April 2019.

Nomination Criteria:

1. Nominating organization must be an approved organization in the Volunteer Management Information System (VMIS) in myarmyonesource.com database. All selected volunteers must be in country during selection process, agree to accept the award, and attend the Volunteer Ceremony on 25 April 2019.
2. All nominations must be submitted and approved by the chain of command or supervisor for the nominating organization.
3. The nominated volunteer may be active duty or retired military, civilian employees, or Family Members who distinguished themselves by providing either superior short-term or sustained service (in one or more unit, agency, or organization) which significantly impacted the quality of life of Soldiers, Civilian employees, retirees, and Family Members of Fort Wainwright.

4. Period of Volunteer Service: 1 JAN 18 – 31 DEC 18.

5. All nominees must be registered in VMIS. The nomination is not solely dependent on the number of hours served, though hours need to be recorded in VMIS.

Please Note:

1. The ceremony will recognize volunteers who have completed over 100 hours between periods 1 JAN 18 to 31 DEC 18.
2. Each nominee from the categories will receive a Certificate of Appreciation.
3. From each of four categories, one (1) person from the list of nominees will be selected by members of a selection panel not associated with the nominated volunteers.

ENCLOSURE LIST:

1. Nomination Cover Sheet (ENCL 1)
2. Nomination Justification (ENCL 2)
3. Tips for Writing a Winning Nomination (ENCL 3)

Volunteer of the Year 2018 Nomination Cover Sheet

Date received: _____

Category: _____

Volunteer's Name: _____

Mailing Address: _____

Email: _____

Phone Numbers: HOME: _____ CELL: _____

Unit/Organization/Agency Approval

Nominating Unit/Organization: _____

Nominating Approval POC Signature: _____

Please Print:
Name/Title/Position: _____

Phone Numbers: DSN: _____ CELL: _____

Email: _____

Volunteer of the Year 2018 Nomination Justification

Please use the space below and up to one additional page to describe specific contributions made by the Volunteer in each of their volunteer positions during the period 1 JANUARY 2018 – 31 DECEMBER 2018. Describe how the volunteer contributed to improving the quality of life for their unit, organization, agency or the community. Remember to include estimated number of volunteer hours contributed for the activity.

_____ is hereby nominated for the Fort Wainwright

_____ **Volunteer of the Year.**

(Enter category on line above)

Enter justification here:

Nomination Justification continued

Tips for Writing a Winning Nomination

Writing a winning nomination doesn't have to be an overwhelming task. To help you we have compiled a few helpful tips that will get you started and assure that your nominee is presented in their best light.

First things first!

- 1. Read the nomination format carefully and be sure to include all required elements.** Each piece of information requested in the form provides guidance to our judges and you do not want to omit anything that will help them to understand the contributions of your nominee.
- 2. Remember that the judges are reading multiple nominations** and are looking for specific information. Too much information can be as harmful as too little.
- 3. Well-written nominations are appealing to the judges.**
 - a. Write short sentences that are concise and give specific detail.
 - b. Support what you have to say with observation and fact.
 - c. Avoid praising adjectives. List the most important information in the first few sentences, and then elaborate as necessary.
 - d. Proofread your work and then ask others to review it for errors or to make suggestions.
- 4. Follow the instructions** in the nomination format, and be sure to include the cover sheet, suggested citation, and all required information.
- 5. Do not put the nomination form and attachments** in any kind of binder. Simply staple or clip them together. Copies of all materials are made for each judge and any bindings will be removed and discarded.

Tips/Information to Include.

- 1. Volunteer Activities Performed:**
Describe the types of activities and services that your nominee provides. Include the special talents and skills that are a major contributor to their success and impact as a volunteer.
- 2. Organizations Served and Time Given:**
Include the organizations where services occurred and the number of hours that the nominee has volunteered.
- 3. Overall Impact:**
Describe how the nominee's work had a significant impact on others or the community. Were they influential or inspirational? What did they do to effect change?
- 4. Obstacles Overcome:**
Were there any challenges in the life of the nominee that motivated them to volunteer? If yes, tell how they overcame these obstacles as it relates to their volunteer activities.
- 5. Other Relevant Information:**
Describe information not included in the other sections. Write about special contributions, how the volunteer went above and beyond the call of duty, or any other information that you believe sets your nominee apart.
- 6. Use Numerical Measures:**
Use dollar amounts for fundraisers, numbers for groups, and include volunteer hours.
- 7. Use the Volunteer's Name Only Once!**
After that, refer to the volunteer as this volunteer, he, she, her, his, etc.

Let's get started.

1. Interview your nominee: this is acceptable practice to ensure you have all the information you need. Most people are flattered to be nominated.

- a. Ask all the questions you need to and listen for information you can use to support your own thoughts and ideas.
- b. If permitted by the nominee, contact people who work for and with them.
- c. Gather as much information as possible. Be accurate and write down specific examples that will reinforce why you believe the volunteer(s) deserve recognition.

2. Focus your program first as the one that most exemplifies the nominee's work. Provide detail explaining the program or services, then describe the nominee's other volunteer work or leadership positions as they rank in importance.

Time to start writing.

1. Organize your thoughts carefully and follow the nomination format.

- a. Focus on key questions.
- b. Detail accomplishments and their impact.
- c. Describe leadership abilities and how the nominee has made a difference through volunteerism.
- d. Create a unique picture of your nominee.

2. Provide the judges with complete information about the nominee and organization that they volunteer for. It is important to tell the nominee's story as you would to a stranger.

3. Describe unique characteristics that are more than just what a great or nice person this nominee is. Choose one or two qualities that make this person truly outstanding and then give specific examples (i.e. listening, teambuilding, collaboration, creativity, and professionalism).

4. Nominees who have initiated a program that addresses a community problem or provides a needed service attract attention. Be sure to include examples of how the program had an impact and what results were achieved. Include any unusual challenges the nominee had to overcome (i.e. handicaps, limited funding, and public perception). Describe the amount of time and resources spent on the activity or service.

5. Verify all information on the form. Winning nominations are checked carefully to verify all information that is submitted and accurate.

6. That's it! Turn it in!

For more information, contact Jimmy Russell at jimmy.l.russell4.civ@mail.mil, 353-4337