



Joint Base San Antonio President's Volunteer Service Award Nomination

- (1) Each volunteer organization may have their volunteer presented at the installation recognition ceremony.
- (2) Organizations are under no obligation to submit a President's Volunteer Service Award Nomination.
- (3) Volunteers must be registered in the Volunteer Management Information System and meet the eligibility criteria of the respective award as outlined below.
- (4) Nominations will be submitted electronically to the JBSA Volunteer Coordinator, Military & Family Readiness Center, Building 2797, JBSA-Fort Sam Houston, as well as hard copy with required signatures.
- (5) For more information contact the Volunteer Program at (210) 221-2705.

Eligibility Criteria: Hours are measured over a 12-month period and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of service achievement.

Hours by Award	Bronze	Silver	Gold
Kids (5-10)	26-49	50-74	74+
Teens (11-15)	50-74	75-99	100+
Young Adults (16-25)	100-174	175-249	250+
Adults (26 and older)	100-249	250-499	500+
Families and Groups*	200-499	500-999	1,000+

President's Lifetime Achievement Award: Individuals who have completed 4,000 or more hours in their lifetime.

**Two or more people, with each member contributing at least 25 hours toward the total.*

Part 1 To Be Completed By Nominator

1. Volunteer's Name and Rank (if military)		2. Organization (No Abbreviations) Include Battalion and Company.	
3. Present Position/Title		4. Position Held During Period Covered in Nomination (if other than that shown in item #3)	
5. Volunteers' Mailing Address			
Volunteer's Email			
Volunteer's Phone Number Home ()		Cell ()	
6. Period of Service to be Recognized:			
7. Nominator's Name and Title		8. Today's Date	
9. Nominator's Phone Number		10. Email	
11. Nominator's Signature			
12. Organizational Point of Contact (OPOC) Name and email address, if different than Nominator:			

Part 2 To be completed by nominator Justification

13. Completely list the volunteer's accomplishments (both quantitative and qualitative) and discuss his/her contributions to your organization, Joint Base San Antonio. Continue on additional pages if needed.

**Part 3 To be completed by approving official
(Director, O 5 Commander/CSM or above)**

14. Approving Official's Name and Title

15. Phone Number

16. Email

17. Signature

Date Part 4 To be completed by the Army Volunteer Corps (AVC) Office

Volunteer Registered with Volunteer Organization and VMIS

Volunteer Hours to Date: _____

Volunteer Hours for Quarter: _____

Nomination Received by:

Date: