

**2019 JBSA VOLUNTEER EXCELLENCE AWARD
(VEA) COVER SHEET**

Writing the Nomination: Nomination will be one page (front only). Direct, fact-filled, results-oriented nominations are preferred. The nomination should emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. Categories to be reviewed are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, and reliability. Nominators should be specific when giving the time frame of the accomplishment. Nomination forms are due by **Friday, 22 Feb 2019**.

Please refer to the attached **Volunteer Excellence Award (VEA) Guidance** for information regarding eligibility, nominating procedures, and selection criteria.

NOTE: Narrative should contain volunteer activities spanning over the nominees lifetime.

NAME OF NOMINEE: _____

Office Symbol: _____

Address: _____

City, State & Zip: _____

Telephone: (Day) _____ (Evening) _____

Email: _____

NAME OF NOMINATOR: _____

Grade/Rank _____ Office Symbol: _____

Address: _____

City, State & Zip _____

Telephone: (Day) _____ (Evening) _____

Email: _____

JBSA Volunteer Excellence Award (VEA) Nomination Form - Page 2

The Volunteer Excellence Award (VEA) is a Lifetime Achievement Award. Nominations will be one page, single-spaced narrative. The nomination should emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary.

Categories to be reviewed are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative and reliability. Nominators should be specific when giving the time frame of the accomplishment.