

# VOLUNTEER EXCELLENCE AWARD (VEA) NOMINATION 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 reviewed are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, and reliability. Nominators should be specific when giving the timeframe of the accomplishment. Nomination forms are due by **Friday, 21 February 2020**. 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.**

<b>NAME OF NOMINEE:</b>			
<b>Office Symbol:</b>			
<b>Address:</b>			
<b>City, State &amp; Zip:</b>			
<b>Telephone:</b>			
	(Day)	(Evening)	
<b>Email:</b>			

<b>NAME OF NOMINATOR:</b>			
<b>Grade/Rank:</b>		<b>Office Symbol:</b>	
<b>Address:</b>			
<b>City, State &amp; Zip:</b>			
<b>Telephone:</b>			
	(Day)	(Evening)	
<b>Email:</b>			

## **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. Please do not include the volunteer's name.*