

Unsung Hero Award Nomination Guidelines

Award Description: Unsung Hero Award – Presented to a special volunteer who motivates others to give, commits time and energy without compensation and offers organizations and fundraising staff their talent for strategy, relationship enhancement and the successful solicitation of donations. An individual who demonstrates exceptional commitment in our community who may not otherwise gain recognition.

Nomination Process:

- ✦ Individual may not nominate themselves.
- ✦ Nominees will receive a recognition letter from CFAAC upon receipt of the nomination form. The letter will include information on the nomination and selection process.
- ✦ A selection committee, to include local nonprofit and community leaders, will review all nominations and select the awardee.
- ✦ Following the selection, and prior to the public announcement, nominees will receive a letter notifying them of the results.

Nomination Narrative: Provide a written statement that includes specific information illustrating how the individual has made a positive impact on nonprofits in Anne Arundel County. Include evidence and clear examples of what makes your nominee so exceptional. **Nominations should be limited to 500 words and include no more than three supporting documents.**

Start with a clear, direct, and specific statement of why the nominee deserves recognition. Include enough information for the selection committee to become familiar with the nominee's support of nonprofit's in Anne Arundel County; including the individual's values, volunteer hours, and efforts to enhance programs and services that organizations provide to the community. List the most important information in the first few sentences and then elaborate, as necessary.

Provide specific examples that address the award description and elaborate on why the nominee's accomplishments are worthy of the award. Examples should include the activities and qualities that make this individual outstanding, and that are clearly relevant to the Unsung Hero Award description.

- WHAT did the nominee do?
 - Projects and/or activities
- HOW did they do it?
 - Initiative and/or leadership
 - Teamwork
 - Creativity and/or innovation
- WHAT were the results and/or impact?
 - What did the nominee's efforts accomplish?
 - Are there specific benefits that have derived from those efforts?

Describe how others regard the nominee. Consider mentioning major awards and/or the nominee's community efforts.

Be thorough in including all organizations that benefit from the nominee's efforts. This will enable the selection committee to fully understand the nominee's involvement in the community and breadth of impact. The best way to ensure that you have included everything is by asking your nominee for input!

How to Write a Winning Nomination

- Share the big picture – collaborate with other individuals and organizations to tell your nominee’s story.
- Determine who can write the best letters of support.
- Talk with your nominee, their family, and friends. Collect as much information as possible.

2020 Unsung Hero Award

Nominee:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

List of Nonprofits Supported by the Nominee: _____

Nomination Submitted by:

Contact Name: _____ Title: _____

Nonprofit/Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Deadline for entries is Friday, August 7, 2020.

Assemble your nomination materials, including:

- Nominee’s Contact Information
- Nominator’s Contact Information
- List of Nonprofits supported by the Nominee.
- Nomination Narrative – The written statement is limited to 500 words.
- Letter(s) of Support - Up to three letters of support from are welcome in addition to the written statement.
- Nomination must be submitted in its entirety by the deadline to be eligible.

Email completed form, written statement, and supporting documents to Amy Francis at amy@cfaac.org.