



## **Volunteer of the Year Nomination Guidelines**

## **Celebration of Philanthropy 2020**

**Purpose:** Award presented annually to an individual with a proven record of volunteerism who, through the donations of time and talent has played a key role in helping local nonprofit organizations provide services to the community.

**Nomination Form:** The form must be complete in order for the nomination to be eligible. Individual may not nominate themselves.

### **Nomination Process:**

- ✦ 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.
- ✦ At a meeting hosted by CFAAC, past recipients of the Celebration of Philanthropy Awards will review the nominations and select the 2020 recipients.
- ✦ Following the selection, and prior to the public announcement, all nominees and the nominators will receive a letter notifying them of the results.

**Criteria:** Each nominee will be scored by the selection committee based upon the responses to the four criteria listed below.

1. Volunteer activities in Anne Arundel County (30 points).
2. Length of volunteer service (20 points) Estimate the number of years of service to one or more local nonprofit organizations.
3. Impact of volunteer efforts (20 points).
4. Leadership and motivation of other nonprofit volunteers (30 points).

**Nomination Narrative:** Provide a written statement up to 350 words for each response. The narrative should include specific information, evidence, and provide clear examples of what makes your nominee so exceptional. Nomination's may include no more than three supporting documents. Please note that the selection committee is made up of past recipients of the Celebration of Philanthropy Awards.

Be thorough in including all organizations that benefit from the nominee's support. 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.

**Deadline for entries is Friday, August 7, 2020. Download and email completed form, narrative, and supporting documents to Amy Francis at [amy@cfaac.org](mailto:amy@cfaac.org).**

# 2020 Volunteer of the Year

## Nomination Form

### 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: \_\_\_\_\_

Assemble your nomination materials, including:

- Nominee's Contact Information
- Nominator's Contact Information
- List of Nonprofits Supported by Nominee
- Nomination Narrative

Entries will be scored based on the response to each of the four criteria listed above. A strict word limit of 350 words per response is enforced.

- Letter(s) of Support

Up to three letters of support are welcome in addition to the narrative. Please request that letters be limited to one page.