

Young Volunteer of the Year Award Nomination Guidelines

Award Description: Young Volunteer of the Year – Presented to an individual student or youth group (elementary through college age) who have demonstrated extraordinary commitment to the community through direct financial support, development of charitable programs, volunteering and/or leadership. Examples of activities may include tutoring, mentoring, designing social media tools for nonprofits, raising funds or goods (food, clothing, toys, etc.), performing a public service to help build a playground, renovate housing, clean up a waterway, etc.

Nomination Process:

- ✦ Individual or group 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 of past recipients, which include philanthropists, volunteers, local nonprofit, business, 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 or group has made a positive impact 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 efforts in Anne Arundel County; including the individual/group's values, volunteer/leadership hours, financial support, and developing or enhancing charitable programs in 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 the nominee outstanding, and that are clearly relevant to the Young Volunteer of the Year 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.

2021 Young Volunteer of the Year Award

Nominee:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

List of Nonprofits/Organizations 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, July 23, 2021

Assemble your nomination materials, including:

- Nominee’s Contact Information
- Nominator’s Contact Information
- List of Nonprofits/Organizations Supported by Nominee
- Nomination Narrative – The written statement is limited to 500 words.
- Letter(s) of Support - Up to three letters of support 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.