

T H E 2 0 0 7 W E S T V I R G I N I A



GOVERNOR'S *Service Awards*

GOVERNOR'S SERVICE AWARDS
Nominations Due or Postmarked by April 6, 2007

SPONSORED BY

Governor Joe Manchin III and West Virginia Commission for National and Community Service



STATE OF WEST VIRGINIA
OFFICE OF THE GOVERNOR
CHARLESTON 25305

JOE MANCHIN III
GOVERNOR

GREETINGS FROM THE GOVERNOR

West Virginia is blessed to have an abundance of citizens at every age level who have positively impacted communities across our state, and I am truly honored to present the Governor's Service Awards to individuals and groups who illustrate every day the true meaning of volunteerism.

The Mountaineer spirit endures through the work that so many individuals and organizations do throughout our state's communities, thus improving the quality of life of West Virginians each and every day.

Volunteers are not just the heart of activities; they are also the heart of each community. This is our opportunity to recognize those who have made the greatest mark across our state. I invite your participation in selecting the recipients of the 2007 Governor's Service Awards.

I encourage you to take the time to nominate an outstanding individual, organization or business that displays their enduring commitment for the betterment of the Mountain State through volunteerism. Without your applications, we will miss a wonderful opportunity to honor those who give so much and expect so little return.

The deadline for nominations is April 6, 2007. For additional information on this program, please contact the West Virginia Commission for National and Community Service at 558-0111.

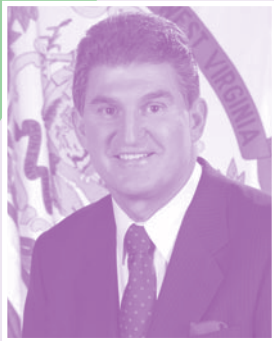
Sincerely,

A handwritten signature in blue ink that reads "Joe Manchin III".

Joe Manchin III



GOVERNOR'S *Service Awards*



Governor Joe Manchin and the West Virginia Commission for National and Community Service, in celebration of volunteers across West Virginia, invite nominations for the 2007 Governor's Service Awards.

Every day extraordinary individuals, organizations, and businesses effect real change in their communities through their volunteer service. They are the catalysts that help people and groups move past their differences to build shared understanding and solve common problems. Volunteers give West Virginia hope for the future.

As the Governor's advisory board on matters relating to service and volunteerism, the West Virginia Commission for National and Community Service mobilizes resources, promotes an ethic of service, and empowers communities to solve problems and improve the quality of life for individuals and communities.

AWARD CATEGORIES

Awards may be presented to nominees in each of the following categories for significant 2006 service contributions. Because the goal of the Governor's Service Awards is to recognize outstanding and extraordinary volunteer service efforts, awards are not always given in all categories. More than one award may be made per category.

Youth

Three categories (grades K-6, 7-9, and 10-12) recognize young people who have made significant contributions through volunteer efforts or programs that serve as models and inspiration to other young volunteers. Youth should be nominated according to their grade during the 2005-2006 academic year.

Young Adult

Recognizes people aged 19-25 for service in 2006.

Adult

Recognizes the exemplary contributions of people aged 26-59 during 2006.

Senior

Recognizes a person aged 60 or older for significant volunteer activities during 2006.

Lifetime Achievement

Recognizes an individual who, over the course of his or her lifetime, has made significant contributions to West Virginia through volunteer efforts.

Family

Recognizes at least two members of the same family who provided volunteer service together in 2006.

Organization

Recognizes any group of volunteers providing service in 2006, including but not limited to: nonprofits, civic and faith-based organizations, labor unions, clubs, and schools.

Business

Recognizes a for-profit organization that supported service through its policies and practices in 2006.

ELIGIBILITY

- Any individual, organization, group, family, or business in West Virginia actively engaged in voluntary service benefiting the state may be nominated.
- Individuals who receive a stipend or salary for their service are not eligible. The Governor's Service Awards are intended to recognize the efforts of those who contribute their time and talents without a monetary incentive.
- Except for Lifetime Achievement, nominated activities should be of at least 12 months duration with significant activities occurring during 2006.
- Employees and members of the board of directors of the West Virginia Commission for National and Community Service and the Office of the Governor are not eligible to receive an award and may not submit nominations.

*I must first
be the change
I want to see.*

Gandhi

NOMINATION FORM

Please complete the Official Nomination Form and attach a statement of 500 words or less describing the nominee's activities. In addition, you may include appropriate supporting materials. All nominations must be complete in one package when submitted. Any materials received separately will not be processed or considered in the judging.

Official Nomination Form

Indicate the award category in the left-hand column of the form, and complete all the information requested. For individuals, please indicate the nominee's age. For families, organizations and businesses, identify a contact person who will represent the group at the awards banquet. Also, indicate the number of years in operation.

The Statement

Attach a narrative statement of 500 words or less that describes the nominee's community service activities and that illustrates how those activities address the community's needs. In the review process, the judges use the statement criteria listed on the previous page. Please be sure to address each of these criteria within the statement. Include specific information on how and when the activity began.

Supporting Materials

Up to five pages (front and back) of supporting materials may be submitted along with the nomination. Materials can include letters, testimonials, news clippings, pamphlets, etc. Anything longer than five pages will be discarded. Do not submit audiotapes or videotapes, display materials, film or scrapbooks. They will not be considered. Accompanying materials must be on 8 1/2" x 11" sheets of paper. All submitted materials become the property of the West Virginia Commission for National and Community Service and will not be returned.

HELPFUL HINTS

Responses to the criteria questions should be as specific and concise as possible. Apart from Lifetime Achievement nominations, focus on the work done in 2006 that best represents the volunteer service and commitment of the nominee. Well written nominations with supporting materials score higher with the judges. Remember, judges only know what the nominator tells them. Make sure someone checks the nomination.

STATEMENT CRITERIA

Please remember that the reviewers' only knowledge about the nominee's volunteer efforts is through the material submitted with the nomination. Your 500 word statement should address the following criteria that will be used in reviewing and judging the nominations:

Community Needs

What community need did the nominee address? How did the nominee recognize the need? What motivated the nominee to become involved in the volunteer activities? Why did the nominee believe this activity was important for the recipients, community, and state?

Achievement

What did the nominee do to meet the community need through volunteer service? With the exception of Lifetime Achievement, the nomination should be made for the actual accomplishments achieved in the 2006 calendar year. The statement might answer such questions as: What significant event occurred for which the nominee was responsible? How many people were served? Did the nominee raise funds for a project and in what amount? Did the nominee recruit other volunteers to help with the project? What long-term impact has the volunteer activity had on the community?

Ongoing Involvement

What is the nominee's ongoing involvement? Is the service hands-on and ongoing or outstanding service for a short-term crisis?

Impact

What difference was made in the community or the state because of what the nominee did? Nominees should have directly improved the lives of West Virginians. Be specific.

Innovation

How was the nominee innovative in performing volunteer service, in such areas as building community support, generating resources, recruiting volunteers, developing public/private partnerships etc. How did the nominee overcome any unique challenges to perform the service?

GENERAL INFORMATION

- Recipients of the Governor's Service Award will receive the award from the Governor at a banquet on July 11 at the Charleston Civic Center.
- Volunteer West Virginia, Inc. will use private funds to honor the awardees by donating \$500 to a West Virginia charitable organization of their choice. The organization must be a registered 501c3 that is in good standing with the Secretary of State.
- The West Virginia Commission for National and Community Service cannot respond to queries about specific nominees.
- Submitted materials cannot be returned.
- Nominations must be mailed or hand delivered. No faxed nominations will be accepted.
- No more than three nominations may be submitted by the same nominator.
- Individuals, organizations, and businesses that have received an award in the last ten years are not eligible for consideration.
- Decisions of the independent panel of judges are final.
- A list of the 2007 Governor's Service Award recipients will be posted on the Commission's website (www.volunteerwv.org) by May 31, 2007.

NOMINATION CHECKLIST

- Official Nomination Form is completed in its entirety
- Official Nomination Form is detached and used as the cover sheet for the nomination
- The 500-word statement addressing the criteria questions is included
- Support materials submitted to strengthen the nomination (no more than five 8 ½ x 11 pages front and back)
- Original nomination, statement, and support materials plus four (4) stapled copies of all materials submitted – no binders, notebooks or covers.
- Nominations postmarked or delivered by 5:00pm on April 6, 2007 to:
2007 Governor's Service Awards
c/o West Virginia Commission for National and Community Service
601 Delaware Avenue
Charleston, West Virginia 25302



IMPORTANT. PLEASE READ.

To be considered as a nomination, this form **MUST** be accompanied by a statement of 500 words or less and may also include five (5) pages of other supporting materials.

Four (4) copies of each nomination

MUST BE POSTMARKED BY APRIL 6, 2007

or

DELIVERED BY 5:00PM ON APRIL 6, 2007 to:

West Virginia Commission for National and Community Service
ATTN: 2007 Governor's Service Awards
601 Delaware Avenue | Charleston, WV 25302

OFFICIAL NOMINATION FORM

AWARD CATEGORY

Please indicate the appropriate category. A nominee may only be nominated in one category.

YOUTH

Grades K-6

Grades 7-9

Grades 10-12

YOUNG ADULT (19-25)

ADULT (26-59)

SENIOR (60 and older)

LIFETIME ACHIEVEMENT

FAMILY

ORGANIZATION

BUSINESS

Please feel free to copy the Nomination Form.



Nominee's Name _____

Contact (if nominee is an organization) _____

Nominee's Age _____ Years of Operation (if nominee is an organization) _____

Address _____

City _____ State _____ Zip _____

County _____ Daytime Phone _____

Verification

Please list three (3) references who can verify the scope and extent of the nominee's community service activities. This person should be familiar with the community service of the nominee and may not be the nominator, nominee or a relative of the nominee.

Name _____ Daytime Phone _____

Name _____ Daytime Phone _____

Name _____ Daytime Phone _____

Summary

Please provide a brief statement describing the nominee's voluntary community service activity.

Nominator's Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Relationship to Nominee _____

E-mail _____

IS YOUR NOMINATION PACKET COMPLETE?
See the Nomination Checklist.