

USAG-K VOLUNTEER OF THE QUARTER NOMINATION FORM

Please print, fill out and return to Kristin.K.James@eur.army.mil

___ 1 April – 30 June ___ 1 July – 30 September ___ 1 October – 31 December ___ 1 January – 31 March

I. Volunteer's Personal Data

Nominee's Name: _____
Last First Rank (if military)

Mailing Address: _____

Daytime Phone Number: _____

II. Organization Data

Location(s)/Organization(s) of Volunteer Activities: _____

Title/Job of Volunteer: _____

Supervisor's Name: _____
Last First Rank (if military)

Supervisors Daytime Phone Number: _____

III. Nominator's Data

Nominator's Name: _____
Last First Rank (if military)

Relationship to Nominee: _____

Mailing Address: _____

Daytime Phone: _____

Nominator's Signature** _____ Date: _____

A signature indicates you have read and understand the criteria for submitting this nomination described below.

**** The nominator can "digitally" sign this form by sending it directly to the AVCC from their "official" e-mail account.**

AVCC USE ONLY

Nominee # _____ Total Volunteer Hours _____ Confirmed _____

INSTRUCTIONS: Use the attached Nomination Form. Include only descriptions of volunteer information and work pertaining to the current volunteer quarter (April 1-June 30 / July 1-September 30 / October 1-December 31 / January 1-March 31).

PRESCRIBED FORMAT: The nomination will be limited to a single typed page. Hand-written forms are discouraged. The nomination form **must not contain** nominee's (or nominator's) **first or last name**; instead, use the pronouns "he" or "she," and phrases such as "this volunteer;" or omit such words all together and use brief, bullet-style statements.

GUIDELINES: The nomination should be specific--avoid platitudes such as "superior" or "terrific." Descriptions of the volunteer's achievements should address the questions "What?" "How?" "How often?" and "Under what circumstances?" etc. Nominators should use comparisons, not just raw data (e.g., rather than, "She volunteered 100 hours a month," say, "While most of our volunteers work 30 hours a month, she worked 100 hours a month.")

Bullet format is strongly recommended. Please be concise and clear. Include the following information on the nominee's service:

- ◆ A brief general description of the volunteer's duties and performance
- ◆ Description of the impact the volunteer has had on your organization, its staff/customers, and the community as a whole
- ◆ Describe the quality and quantity of time spent volunteering. The number of hours volunteered should be on file with the IVC office.
- ◆ Describe the personal qualities of the volunteer, which relate to his/her accomplishments.
- ◆ Briefly, describe the volunteer's efforts, accomplishments, and number of hours volunteered.

Nominations are due to the Army Volunteer Corps Coordinator via e-mail or hard copy. For more information, call Kristin James at DSN 493-4232, commercial 0631-3406-4232 or email Kristin.K.James@eur.army.mil (Bldg 2891, Pulaski Barracks)

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Nominee # _____

1. What is the status of this volunteer?

Active Duty Civilian Employee Spouse/Family Member Youth (under 18) Retired Other (explain)

Use the space below to detail this volunteer's contribution to the organization. Do not use the volunteer's name on this page. Use the pronouns "he" or "she," and phrases such as "this volunteer;" or omit such words all together and use brief, bullet-style statements.