

2018 Virginia Governor's Volunteerism & Community Service Awards FAQs

How do I submit a nomination?

Once the nomination process has begun, your nomination may be submitted **ONLINE ONLY** at <http://virginiaprogram.virginia.gov/volunteering/governors-volunteerism-awards/>. Complete the online nomination form, upload two letters of reference, and submit it electronically. You will be able to save your work and come back to your form later if required. Select "Save for Later" at the bottom of the form and a link and email will be generated for your reference. Letters of support **MUST BE UPLOADED** before your nomination will be accepted as submitted. You may upload in either PDF or Microsoft Word versions.

How long is the nomination period?

The nomination process for the 2018 Virginia Governor's Volunteerism Awards begins Friday, October 27, 2017, and lasts until Friday, December 22, 2017. All nominations must be **RECEIVED** submitted online no later than 5 p.m., on the deadline date. Any incomplete nomination or nomination received after 5:00 p.m. on the deadline date will not be considered.

Have the nomination categories changed since last year?

Announcements will be made regarding the upcoming year's nomination categories at the beginning of the nomination period.

Are National Service members or programs eligible to be nominated?

National Service Members are not eligible for nomination. This includes AmeriCorps State, AmeriCorps National, VISTA and Foster Grandparents and RSVP. National Service Members may be nominated for the Virginia National Service Awards (<http://virginiaprogram.virginia.gov/ameri-corps-national-service/virginia-national-service-awards/>.)

The nomination period is March-April with awards in May. Stay tuned to virginiaprogram.virginia.gov for information on these awards. National Service programs can, however, nominate **VOLUNTEERS** who assist their organizations.

Is it necessary to complete the nomination profile form for the nominee and the nominator in addition to the nomination entry information?

Yes. Please include the full name (first, middle and last for individuals) or full legal name (for organizations or businesses). It is very important that the category selected is that of the nominee, rather than the affiliation or category of the nominator.

How long can each entry answer be?

Each nomination entry question requires an answer no longer than 300 words for each answer. Please remember, the more information you submit, the easier it is for our judging panel to select a winner.

Do the nomination entries need to follow any specific format?

Yes. The nomination entries should answer all of the questions as stated on the nomination questions section of the nomination form and in the order presented.

May I nominate someone for a category that isn't listed on the nomination form?

No. Nominators must select only one of the listed categories. You will be unable to select multiple categories for the same candidate.

May I submit multiple nominations for different individuals or organizations?

Yes. An individual or organization may submit as many nominations as desired for different individuals and organizations.

What are the general requirements for the letters of support?

Two letters of support are required, no longer than one page each. Letters should clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization. Letters may not be used to serve as both a letter of support and the nomination narrative. Letters must be submitted by someone other than the nominator and by someone not directly related to the nominee. If possible, letters of support should be submitted on the letterhead of the letter writer.

Can the author of the letter of support remain anonymous?

We prefer that the nominator provide the contact information of those submitting letters of support. Providing the contact information allows us to contact the author in case we need to track the letter of support.

Can the author of the nomination narrative also write a letter of support?

No. A letter of support must be submitted by someone other than the nominator. Letters must also be written by different individuals, not the same person. In addition, a letter of support from someone a relative of the nominee is not allowable. Can a family member nominate another family member? Yes, it is permissible for a family member to nominate another family member, but someone related to the nominee is not allowed to write a letter of support. You may nominate yourself or an organization or business in which you are employed.

May I submit additional information such as additional support letters, photographs, and/or news clippings to further support my nomination?

No, such additional information will not be considered. However, you may mention this information in the narrative. Two letters of support is the required number and additional letters will not be considered.

Are previous Governor's Award winners eligible for nomination?

Previous winners of a Governor's Award are eligible to be nominated again provided that five (5) years have elapsed since receipt of the previous award. Check the Summary of Award Winners at <http://virginiastatelib.org/wp-content/uploads/2016/03/2013-17-GovAwardsChart.pdf> - especially for small business and corporation categories to determine eligibility.

Who reviews the nominations?

Nominations are reviewed by members of the Governor's Advisory Board on Service and Volunteerism. Advisory Board members are selected based on their experience and expertise in the field of volunteerism.

Who is ineligible to be nominated for these awards?

Employees of the Virginia Division of Community and Volunteer Services, members of the Governor's Advisory Board on Service and Volunteerism, and members of the Virginia Service Foundation.

When will I be notified about my nomination's status and when is the Governor's Volunteerism Awards ceremony?

A judging panel will review nominations in January to determine the Governor's Volunteerism and Community Service awardees. Notices will be sent soon after to nominators notifying them of the judging results. The awards ceremony and reception should take place in March or April in Richmond at a location yet to be determined.

If I have further questions, where may I call or email for assistance?

You may contact the Office on Volunteerism and Community Service at (800) 638-3839 or email VirginiaServiceInfo@dss.virginia.gov.

May I nominate the same individual for more than one category?

No, each nominee can only be nominated in one category at a time.

