

Administrative Volunteer Award Appleseed Ridge Region



This award is for service team members to recognize outstanding contribution in accomplishing the Girl Scout council priorities at a service unit level.

Girl Scouts of Western Ohio
www.girlscoutsofwesternohio.org

Volunteer must be in good standing with the organization and have completed required training for the position in which they are being nominated.

*Application form should be submitted to the Appleseed Ridge Regional Office.

For Girl Scout Position Service Team Position of: _____

Deadline for Submitting: February 1, 2009

Section I. Nominee Information

Name: _____

Address: _____
Street # & Name City State Zip Code

Telephone: (day): () _____ (evening): () _____

Position for which the volunteer is to be recognized: _____

Council Priority the Nomination Focuses On: _____

Service Unit Name: _____ Service Unit Number: _____

Section II. Person(s) Submitting Award Nomination

Name: _____

Address: _____
Street # & Name City State Zip Code

Telephone: (day): () _____ (evening): () _____ e-mail: _____

Service Unit Name: _____ Service Unit #: _____

Attention Nominator: Please attach a paragraph to the nomination form describing why you feel the nominee deserves the award. Make sure you address the following:

- How the nominee has contributed to the accomplishment of one of the council priorities, for the current membership year, through their position on the service team?
- Address results of the nominees work. Explaining, how many girls or adults have been affected by the work, how has the work impacted the service unit(s) and how has the volunteer gone above and beyond his/her job responsibilities in achieving the identified priority.

Council Program & Service Delivery Priorities for 2008-2009 Girl Scout Membership Year:

The service unit will support Girl Scouts in further developing their interactions, decisions and planning with others to help girls:

- Get to know girls who are different than themselves (outside of their troop, different ages, races and abilities)
- Learn about the needs of their community and take action through community service.

The service team will support troop leaders to successfully deliver the Girl Scout program to girls by ensuring:

- Clear and timely communication to leaders, volunteers, parents and the community, using a variety of communication methods.

Nomination Process for Administrative Volunteer Award

1. Review the selection criteria for this award, read the job description for the position you listed on the front of this form and complete the nomination paragraph based on how the nominee has made an outstanding contribution in accomplishing one of the Girl Scout council priorities at a service unit level.
2. Complete a nomination form and appropriate number of endorsement letters. Use the following questions to help create a results-oriented nomination letter:
 - Why are you nominating this person for this award?
 - How has the nominee's service been outstanding in achieving one of the council priorities in the service unit?
 - Describe the impact the nominee's service has had on the service unit.
 - Who has benefited from the nominee's service? Give examples.
 - What is special and unique about the nominee's contribution?
 - How has the service provided help move the organization/service unit toward accomplishing council goals and council priorities?
3. Attach 2 letters of endorsement from other individuals familiar with the service given by the nominee and a paragraph from the nominator describing why the nominee deserves the award.
 - The letters must include the name/address and phone number of the person making the endorsement.
 - The letters should describe the outstanding service performed by the nominee.
 - The letters should be specific to the service performed and show results.
4. Attach the letters of endorsement to the nomination form and send to the ***Appleseed Ridge Regional Office by February 1, 2009.***

Checklist for Nomination:

- Award nomination form is completed including the job position for which the volunteer is being nominated.
- Nomination paragraph is completed by nominator (person listed on nomination form).
- Endorsement letters are completed by different individuals (not the nominator) who are familiar with the service provided by the nominee.
- A copy of the nomination form and letters are kept with the nominator.
- Nomination form and all letters are sent together to the Appleseed Ridge Regional Office ***by February 1, 2009.***
- All letters and paragraph are attached to the nomination form (paragraph completed by the nominator, letters completed by different individuals.)