**Governor’s Volunteer Service Awards Nomination Checklist 2024**

Nominating outstanding volunteers gives you more than an opportunity to recognize their service to your organization. It is an opportunity to promote your organization and its good work. A well-written and documented nomination can educate others about what you do. Use this checklist to ensure that your nomination is as good as the volunteer/s you are recognizing.

* Have you used the online nomination form provided by the Governor’s Office? Here is the link: https://www.surveymonkey.com/r/QQPDC9K
* Have you used descriptive words and data to distinguish your volunteer nomination? (How many dollars were raised? How many pounds were distributed? How many students served?)
* Have you explained how your nominee forwards or embodies your organization’s mission, vision, and purpose?
* Avoid nominating multiple volunteers for the same award category. This prevents volunteers from “COMPETING” with each other
* Have you proofread your nomination for spelling or grammar errors?
* Have you reviewed the Tip Sheet from the Governor’s Office?
* Be sure to complete all required sections:
	+ Nomination Categories
	+ Nominee Service Info
	+ Nominee Info- Please indicate if Youth (19 or younger) or senior (55 or older)
	+ Service Details
	+ Nominator Info—**pay** **close attention to the references required**
	+ Nominee statement
		- **150-word Minimum**
		- Focus on service for **PAST** year
		- Be **DESCRIPTIVE & SPECIFIC**

**Thank you for all you do to serve our communities!**