

# UNITED WAY OF DANE COUNTY *COMMUNITY VOLUNTEER AWARDS*

## INDIVIDUAL/GROUP NOMINATION

Together in Hope • Nomination forms due by February 28

### Recognize Dane County Volunteers

**Think of the many volunteers you know who give their time and talent to improve the lives of others. Have you ever wanted to say "Thank You" but weren't quite sure how?**

The United Way Community Volunteer Awards give you a chance to recognize individuals and groups who strengthen our community through volunteering! **Volunteers from any Dane County nonprofit agency or school are eligible to be nominated.**

**All nominated individuals and groups will be recognized.**

Award recipients will be announced at the Community Volunteer Awards luncheon held on Wednesday, May 2, 2018 from 11:00<sup>am</sup> - 1:15<sup>pm</sup> at The Madison Concourse Hotel and Governor's Club.

### Awards

**Mike McKinney Award** – One recipient who embodies the spirit and volunteerism of long time local leader Mike McKinney will receive this award and \$1,000 for the organization for which they volunteer. Mike's passion focused on access to food, youth development, and HIV/AIDS awareness.

**Community Volunteer Award** – Individuals or groups will receive \$1,000 for the organization for which they volunteer.

**Distinguished Service Award** – Individuals or groups will receive \$250 for the organization for which they volunteer.

### Eligibility

- Complete the nomination form and answer the questions in this packet to tell the story and impact of your nominee's volunteer work.
- Nominee volunteer activities may take place at any nonprofit organization or school in Dane County that serves the community at large.
- Volunteer service must be unpaid but may be performed on work-release time or for student course credit. Reimbursements for out-of-pocket expenses, like travel, are acceptable.
- Employees of United Way of Dane County, sponsors, judges or their families may not participate as a nominator or nominee.
- Nominations for volunteers at faith-based organizations and service clubs must be for service(s) provided to the community at large (not just for their congregation or members).
- Recipient of a 2017 award or a recipient of the Mike McKinney Award in any year may not be nominated in 2018.
- Eligibility and the selection of award recipients are at the discretion of the judges and judges' decisions are final.



*The United Way Community Volunteer Awards give you a chance to recognize individuals and groups who strengthen our community through volunteering!*

**Award Sponsors:** Business Volunteer Network, Dane County Administrators of Volunteer Services and the Irwin A. and Robert D. Goodman Fund in the United Way Foundation

**Media Sponsor:** WORT 89.9 FM Community Radio and WKOW TV



United Way  
of Dane County

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Questions about the nomination process?

Nomination workshops will be held on:

January 26, 12:00 - 1:00 pm via conference call | January 30, 8:00 - 9:00 am at Second Harvest Foodbank

Contact Danielle Pauk at 608-246-4390 or danielle.pauk@uwdc.org to RSVP

### 1. Nomination Category

Mark with an "x" the community issue that fits the nominee's volunteer activity.

- |  |  |
|--|--|
| <input type="checkbox"/> Improving academic achievement  | <input type="checkbox"/> Strengthening nonprofit leadership/capacity |
| <input type="checkbox"/> Supporting early childhood development                                | <input type="checkbox"/> Caring for animals                          |
| <input type="checkbox"/> Improving public health   | <input type="checkbox"/> Protecting the environment                  |
| <input type="checkbox"/> Decreasing homelessness   | <input type="checkbox"/> Innovating agriculture practices            |
| <input type="checkbox"/> Supporting seniors, persons with disabilities and/or their caregivers | <input type="checkbox"/> Preserving arts/culture                     |
| <input type="checkbox"/> Helping people on pathways out of poverty                             | <input type="checkbox"/> Other _____                                 |

### 2. Nominator Information

Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Your Signature: \_\_\_\_\_

### 3. Individual/Group/Family Nominee Information

Individual/Group Name: \_\_\_\_\_ Phonetic Spelling: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Nominee Mailing Address: \_\_\_\_\_

Nominee City/State/Zip: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

### 4. Volunteer Service & Agency Information

Name of Agency: \_\_\_\_\_ Name of Agency Director: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Agency City/State/Zip: \_\_\_\_\_ Agency Phone Number: \_\_\_\_\_

Agency Email Address: \_\_\_\_\_

Number of Years Individual or Group has Served: \_\_\_\_\_ Hours Donated by Individual or Group per Month: \_\_\_\_\_

Name and phone number of someone at the agency who can serve as a reference:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Nominations must be submitted, delivered, or postmarked by February 28, 2018**

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## Nomination Questions Instructions:

- Answer each of the questions below limiting each answer to a maximum of 500 words (if printed).
- Typed responses are preferred, but handwritten responses are acceptable (if printed).
- When answering the questions, focus on how the nominee's volunteer activities help build the nonprofit agency's capacity (i.e. leadership, direct service, skill based, etc.) as well as other strategies that best support the nominee's commitment to volunteerism.
- Since judges will not know your nominee, be thorough.
- Include details of the community needs that the volunteer and the agency are addressing.

## Nomination Questions

1. Please describe the volunteer activities your nominee performs. What role do they fill at the agency (example: provide services to those in need, serves on the board, leads a committee, influences public sentiment/policy, etc.)?
2. How does the nominee's work improve or change our community? What sets them apart from other volunteers?
3. Please share a story of how this volunteer has affected the life of another person in the community or how this volunteer has added to the organization's success.

## Frequently Asked Questions

### **Who chooses the award recipients?**

Recipients are selected by a group of volunteer community leaders.

### **Should I tell the volunteers they've been nominated?**

Yes! It is a great honor to be nominated for a United Way Community Volunteer Award.

### **What happens after a volunteer is nominated?**

After the nomination form is received at United Way, a congratulatory letter will be sent to the nominee. Later, the nominee will receive an invitation to the awards luncheon on May 2.

### **Can I submit more than one nomination?**

Yes, as long as the nominees do not perform the same function within the same organization.

### **Are only volunteers at United Way partner agencies eligible?**

Volunteers at ANY nonprofit organization or school in Dane County can be nominated as long as they meet eligibility requirements.

## Submit your nomination by February 28, 2018

### **Mail to:**

United Way of Dane County  
PO Box 7548, Madison, WI 53707-7548

### **Drop off at:**

Anderson United Way Center  
2059 Atwood Avenue, Madison, WI

### **Online at:**

[unitedwaydanecounty.org/cvaform](http://unitedwaydanecounty.org/cvaform)

## CVA Nomination Checklist

- Nomination form
- Answers to nomination questions