



CALL FOR NOMINATIONS: Volunteer Recognition Awards

We are proud to announce that the 19th Annual CSVC Volunteer Recognition Awards will be co-sponsored and hosted by the Mayor's Office of the City of Cambridge as an annual **Celebration of Volunteers on Monday, June 19 (note new date), 2017 from 4-6pm at Cambridge City Hall.**

A select group of four, **Extraordinary Service Awards** and an open number of **Outstanding Service Awards** will recognize the exemplary service of individuals who give their time and talents to enhance our shared community, and inspire us all to follow in their footsteps.

EXTRAORDINARY SERVICE AWARDS

DEADLINE FOR NOMINATIONS: MAY 8

Please complete and return this form and a one-page maximum Letter of Support. Limit: one nomination per category. Four maximum nominations per agency.

Check award category

- Beverly Benner Cassara Award for a Senior Volunteer at least 65 years old
- Legacy of Kindness Award for volunteer who has dedicated 3+ years to a single agency
- NextGen Volunteer Award for a volunteer under 25 years old
- Corporate Volunteer Award for a volunteer who works as a corporate representative

NOMINATION FORM (submit one form per nomination)

Individual Volunteer Name: _____

Email: _____

Street Address: _____ City/Zip: _____

Company: _____ Volunteer Program: _____

Agency where volunteer works: _____

Nominator: _____ Title: _____

Daytime Phone: _____ Email: _____

Agency City/Zip: _____ Website _____

LETTER OF SUPPORT

On a separate sheet (approx. 350 words/one page limit), please explain why this individual deserves this award (SEE NEXT PAGE for what to include).

Email or mail to Laurie Rothstein, Director at csvc@volunteerincambridge.org or below address.

Instructions and Criteria

EXTRAORDINARY SERVICE AWARDS

Nomination Submissions due Monday, May 8, 2017.

All nominations will be acknowledged by email.

Agencies will receive confirmation of their awardees by Monday, May 22. Agencies are expected to communicate with winners directly.

These volunteer awards recognize outstanding individuals who demonstrate commitment to, and active engagement in volunteering that serves Cambridge, MA.

Eligibility

- Nominees are eligible in ONE category only.
- Past winners are not eligible in the category previously won.
- Nominees and agencies need not reside or be based in Cambridge. They need to *serve* Cambridge.
- Nominees must have served in the past year in the capacity for which they are being nominated.
- Only members of groups providing services beyond *their* members are eligible.

Nomination Information

- Each nomination must include a Nomination Form and a Letter of Support for each nominee.
- No additional materials should be submitted, e.g. no photos, news stories, videos or scrapbooks.
- Judges may know nothing about the nominee or organization, so “sell” the judges on why your nominee should win. Give specific examples, personal comments and include quotes.
- Receipt of the Nomination Form will be acknowledged via email.
- Incomplete Nomination Forms and/or incorrect Letters of Support will not be judged.

Letters of Support -- 350 Word Maximum (one page)

- Activity – Briefly state the nominee’s responsibilities within the organization. Include level of involvement, hours/week, years served
- Impact – Be specific. What difference has this nominee made for clients/community? What changed? Who was affected and how?
- Mission accomplished – How has the individual met the agency’s expectations for volunteers? How have they gone above and beyond?

OUTSTANDING SERVICE AWARDS

Agencies are encouraged to identify and invite all valued volunteers to the 4pm reception and ceremony at City Hall on June 19. *Invitation attached.*

All volunteers will receive an Outstanding Service Award from the Mayor and all are invited to witness the ceremony in the Sullivan Chamber when Extraordinary Service Awards are conferred.

PUBLICITY & PHOTOS

Local media and TV will cover this event. You are encouraged to take photos of your awardee. A group photo will be made available to all after the event. Elected officials will attend and an official Proclamation will be read and entered into the record. The Mayor’s Office will issue a post-event press release.