

## **2016 Governor's Service Awards Nominator Tips**



Thank you for considering nominating an individual, organization, or business for the 2016 Governor's Service Awards (GSA). We hope you find the nomination process an easy one. Below we've compiled a few tips on how to submit an effective and competitive GSA nomination form.

### **2016 GSA nomination forms must be submitted by 5 p.m. on Monday, March 21, 2016.**

**1. NEW this year! The nomination process for the 2016 Governor's Service Awards is online this year.**

- Read the entire 2016 Governor's Service Awards (GSA) instructions and criteria on the GSA website [www.michigan.gov/GovernorsServiceAwards](http://www.michigan.gov/GovernorsServiceAwards) before starting the actual application.
- If you have any questions after reading the instructions or after reading this tip sheet, please contact Jessi at (517) 335-4295 or [GSA@michigan.gov](mailto:GSA@michigan.gov).

**2. A template nomination form is available on the GSA website.**

- You must fill out the application in one session. You will not be able to save the application as you go. Prior to filling out the online nomination form, we suggest you use the template questions to type out your answers completely in a word document first.
- This will allow you to copy and paste your responses into the online forms. (It will help prevent the system from timing out on you before the application is completed).
- Please be as complete as possible and provide all requested information.

**3. Carefully examine each of the award categories and determine which category best fits the individual, organization, or business you have selected for nomination.**

- Because the nomination questions and criteria are slightly different for each category, the category you select is very important as nominees cannot be moved from one category to another.
- Please keep in mind that for-profit organizations can only be nominated in the Corporate Community Leader or Small Business Leader award categories.
- Once the appropriate category has been chosen, familiarize yourself with the information that needs to be provided in the questionnaire. Failure to answer the five or six requested questions could result in your nomination not moving forward in the peer review process.
- *You can only submit an individual, organization, or business in ONE category.*

**4. Don't forget to fill out the 2016 Background Check Form and email it to [GSA@michigan.gov](mailto:GSA@michigan.gov) by the same deadline of March 21, 2016. Your subject line should be: *NOMINEES NAME, Background Check.***

- The information you provide needs to be about the nominee – not yourself (the nominator).
- Please note the Background Check Form is only for individuals being nominated.
- Providing your social security number is completely optional. However, the Governor's Appointments office may require some nominees to submit their Social Security Number as part of the background check process. A staff member from the Michigan Community Service Commission will contact the nominator or nominee if the Social Security Number is required and not supplied.
- If you do not submit the 2016 Background Check Form, please note that your nomination may not move forward in the peer review process.

**5. When completing the questions asked on the nomination form be as descriptive as possible.**

- This is your chance to express, through the written word, why the individual, organization, or business you are nominating deserves to receive a 2016 Governor's Service Award. Questions will include things like background information on the nominee, their history of volunteerism/service/community involvement, key activities of the nominee, quantitative data, qualitative data, and more.
- Keep in mind well-written answers are more likely to get further along on the peer review process than poorly-written answers.

**6. Once you complete and submit the online application, compile your supporting materials – if you feel they are necessary. Please email supporting materials by March 21, 2016 to [GSA@michigan.gov](mailto:GSA@michigan.gov). Your subject line should be: *NOMINEES NAME, Supporting Materials*.**

- You may submit up to three, double-sided pages– including letters of support, newspaper articles, publications, etc. Supporting materials are a nice enhancement to your nomination packet and often provide the extra nudge your nomination narrative needs.
- Please keep in mind supporting materials will not be returned to you, and they do not guarantee your nomination will move forward in the peer review process.

**7. Email FOUR to SIX digital photos to [GSA@michigan.gov](mailto:GSA@michigan.gov) by March 21, 2016. Your subject line should be: *NOMINEES NAME, GSA Photos*.**

- Failure to do so could result in your nomination not moving forward in the peer review process.
- All photos should be in JPEG format. Photos may need to be sent in a couple of separate emails due to the size of the photos. Please make sure your photos are high-resolution.
- If you are nominating an individual, one photo should have a clear shot of the individual's face – preferably a simple head shot. Other photos should illustrate the person engaged in their service activities. If you are nominating an organization, the photos should be of one or more members doing some type of service or the group posing together. If you are nominating a business, the photos should be of employees within that business either posing as a group or doing some type of service.

- Please note it is your responsibility to obtain the nominees permission to use the photos. Photos may be used in various Governor's Service Awards publications, or in other Michigan Community Service Commission capacities (i.e. publications or websites). Photos will not be returned.

**9. Prior to completing the online nomination form, read through your answers in the template and ask yourself if it's compelling enough to receive a statewide award from Governor Snyder?**

- If possible, have someone else read your responses and ask them the same question.
- The Governor's Service Awards honor the best of the best in volunteerism, and we want to make sure recipients are true stewards of service and are making critical differences in our community.

**10. All materials (online application, background check, supporting materials, photos) must be submitted by Monday, March 21.** If you have any questions about the deadline or nomination process, please call 517-335-4295 or email [GSA@michigan.gov](mailto:GSA@michigan.gov).

Best of luck!

Michigan Community Service Commission



**Please see below for the questions that are required to be answered for the 2016 Governor's Service Awards nomination.**

**The actual nomination will be answered online. However, you must fill out the online application in one session. You will not be able to save the application as you go.**

**These questions are being made available in advance as we recommend answering the questions in a Word document first then copying and pasting your answers into the online form.**

**Nominations must be submitted by 5 p.m. on Monday, March 21. All additional documents also must be turned in by this deadline to [gsa@michigan.gov](mailto:gsa@michigan.gov)**

## **Background Information**

Volunteers throughout Michigan demonstrate the power of giving and caring every day. To recognize these dedicated individuals, the Michigan Community Service Commission and Governor Rick Snyder invite you to nominate an outstanding volunteer or organization for the 2016 Governor's Service Awards.

Governor's Service Awards nominees are selfless individuals and organizations who mentor and tutor children, serve the hungry and homeless, assist the elderly, care for our environment, and much more. Not sure who to nominate? Look around you and you'll see great volunteers in your office, place of worship, and community. They are young people, senior citizens, people with disabilities, educators, national service members...they are your boss, your secretary, your babysitter, your mom, your grandfather, your neighbor, or your friend.

**Awards may be presented to nominees in each of the following nine categories for significant service contributions.** Because the goal of the Governor's Service Awards is to recognize outstanding and extraordinary volunteer service efforts, the judging panel reserves the right to award one or more honorees in a category. The panel may also opt not to issue awards in a category.

Except for Lifetime Achievement, nominated activities should be of at least 12 months duration with significant activities occurring during the past year (2015).

## **CATEGORIES:**

### **INDIVIDUAL**

1. Governor George Romney Lifetime Achievement Award
2. Volunteer of the Year
3. Senior Volunteer of the Year
4. Youth Volunteer of the Year
5. Mentor of the Year

### **GROUP**

6. Outstanding Volunteer Program
7. Outstanding National Service Program
8. Corporate Community Leader (100+ employees)
9. Small Business Community Leader (<100 employees)

All nominations go through an extensive review process that involves a volunteer peer review panel. The final decisions are approved by the Michigan Community Service Commission Board of Commissioners and the Office of the Governor.

Questions? Call the Michigan Community Service Commission at 517-335-4295 or email [GSA@michigan.gov](mailto:GSA@michigan.gov)



**\* Denotes Required Question**

**\* 1. Please fill in YOUR (Nominator) information**

**Name:**

**Organization (if applicable)**

**Address:**

**Address 2:**

**City:**

**State:**

**ZIP:**

**Email Address:**

**Daytime Phone Number (123-456-7890)**

**\* 2. What is your relationship to the nominee (supervisor, employer, neighbor, volunteer, etc.)**

**\* 3. Enter information of INDIVIDUAL or GROUP you are nominating**

**Name (include Suffix):**

**Organization (if applicable)**

**Address:**

**Address 2:**

**City**

**State:**

**ZIP:**

**Email Address:**

**Daytime Phone Number (123-456-7890)**

\* 4. What county(ies) does the nominee serve/volunteer in?

\* 5. What is the age of the nominee?

- 21 or under
- 22-64
- 65+
- N/A - Group nomination

\* 6. Name of nominee's local/regional newspaper(s)

\* 7. Please indicate the nominee's United States Congressperson, State Senator, and State Representative. If you need assistance, please call Constituent Services at (517) 335-7858.

U.S. Representative

U.S. House District Number

State Senator

Senate District Number

State Representative

House District Number

\* 8. Please provide two references familiar with the nominee's volunteer activities. References may not be the nominator, nominee or related to the nominee. Please make the individuals aware they may be contacted.

Reference #1 - Name

Reference #1 - Phone number

Reference #2 - Name

Reference # 2 - Phone number

\* 9. Are you nominating an Individual or Group?

## **INDIVIDUAL AWARD QUESTIONS**

- \* 10. For which INDIVIDUAL award are you making a nomination? (A nominee may only be nominated in one category)
  - Volunteer of the Year
  - Youth Volunteer of the Year
  - Senior Volunteer of the Year
  - Mentor of the Year
  - George Romney Lifetime Achievement Award
  
- \* 11. Nominee's approximate lifetime total years of service
  
- \* 12. Nominee's volunteer hours
  - Approximate annual hours
  - Total hours for 2015
  
- \* 13. Brief current biographical information (Max 300 words)
  
- \* 14. List the organization(s) with which the individual has volunteered and the number of years of service for each organization. For Mentor of the Year, please list the organization/program where the nominee mentors.
  
- \* 15. Provide a concise story/summary of the volunteerism performed by the individual, which may be published. (150 word maximum)
  
- \* 16. When did the nominee first begin volunteering? What motivated/s this individual to volunteer? (Max: 250 words)
  
- \* 17. Describe the lasting impact resulting from this individual's volunteer work. How has this individual produced positive change and been an example for others? (Number of people served, funds raised, addressed a specific community need, took initiative, changed a child's life, etc.) (MAX: 500 words)
  
- \* 18. What makes this individual unique and deserving of the award? (MAX: 250 words)
  
- 19. Bonus: Describe how this individual used creative methods to solve community problems (MAX: 250 words)



20. Bonus: Qualitative information such as good stories, quotes from those served, etc. (MAX: 250 words)

**Only fill out these questions if nominating for the George Romney Lifetime Achievement Award**

**\* 22. Lifetime Achievement Questions**

What motivated the nominee to remain involved in volunteering throughout their whole life?

**\* 23. Lifetime Achievement - Describe key volunteer activities during each decade of the nominee's life.**

**Only fill out these questions if nominating for Mentor of the Year**

**\* 24. When did the nominee first become a mentor? Is the nominee still mentoring? Have they mentored one child or many? (MAX 250 words)**

**\* 25. Describe key activities of the mentor and mentee's relationship (MAX 500)**

**\* 26. List achievements from the mentor match (improvements in grades, securing special services, participation in extracurricular activities, etc.) (MAX 500 words)**

## **GROUP AWARD QUESTIONS**

\* 27. For which GROUP award are you making a nomination?

- Small Business Community Leader (<100 employees)
- Corporate Community Leader (100+ employees)
- Outstanding Volunteer Program
- Outstanding National Service Program

\* 28. Brief overview description of the group (MAX 250 words)

\* 29. Approximate number of volunteers/members in the group:

\* 30. Approximate number of hours contributed by the group's volunteers/members:

- In 2015
- Total (Last 3-5 years)

\* 31. Approximate number of individuals impacted by the group's service? (last 3-5 years)

\* 32. Provide a concise summary of the volunteerism/service performed by the group, which may be published. (MAX 150 words)

\* 33. How long has this group/volunteer program been in existence? What motivated/s this group to volunteer/serve? (MAX 250 words)

\* 34. What makes this group unique and deserving of the award? (MAX 250 words)

\* 35. Describe the lasting impact resulting from this group's service/volunteer work. How has this group produced positive change and been an example for others? (MAX 500 words)

36. Bonus: Describe how this group's service addressed a specific community need and how the group was actively involved and took initiative in the volunteer/service work. (MAX 250 words)

37. Bonus: Describe how this group used creative methods to solve community problems. (MAX 250 words)

38. Bonus: Qualitative information such as good stories, quotes from those served, etc.

\* 39. If nominating a Corporate or Small Business Community leader, describe all the activities the business is involved with that benefit the community and its residents. This can include employee volunteer programs, monetary contributions, in-kind gifts, and employee-driven volunteering. (Be as specific as possible, especially when listing number of employee volunteers or monetary amounts)

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**Remember to email the background check, photos and letters of support to [GSA@michigan.gov](mailto:GSA@michigan.gov) by the application deadline (March 21, 2016)**

Nominations will be reviewed during April 2016. Winners and their nominators will be notified in May 2016. An award celebration will be held in August 2016. More details will be announced soon.

If you have questions, please call the Michigan Community Service Commission at 517-335-4295.



# 2016 GSA Background Check Form

The information below will be used only by Gov. Rick Snyder's Appointments Office to conduct a background check for the Governor's Service Awards, an honor bestowed for exemplary volunteer service. This form is completed ONLY for individuals being nominated. Organizations or groups being nominated do not complete this form. Please have the nominee fill out the information as completely as possible. **This form must be emailed to GSA@michigan.gov by 5 p.m. March 21, 2016.**

**Please type or print neatly**

Nominee's Full Name: \_\_\_\_\_  
(please include middle name)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_

**Special Note:** Some nominees may be required to submit their Social Security Number as part of the background check process. A staff member from the Michigan Community Service Commission will contact the nominator or nominee if the Social Security Number is required and not supplied above.

Driver's License Number: \_\_\_\_\_

Please list any person or group who might take overt or covert steps to challenge, even unfairly, your receiving a Governor's Service Award.

\_\_\_\_\_  
\_\_\_\_\_

Please indicate any matter in which you are involved that is or may be incompatible with your receiving a Governor's Service Award.

\_\_\_\_\_  
\_\_\_\_\_

### Consent and Certification

I consent to the release of information concerning my ability and fitness for the award for which I have been nominated by my employer(s), schools, law enforcement agencies, and other individuals and organizations. I authorize the use of the information provided above to conduct a background search, including the use of my social security number to access my credit history, existing criminal records, and other public available information.

I, \_\_\_\_\_ (please print your name), certify all statements and representations provided in this statement are, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Signature Date

Note: All non-public personal information requested in the 2016 Governor's Service Awards Nomination Form will be kept confidential.



Form B