



2014 Serve Indiana Awards for Excellence

Recognizing Hoosiers Helping Hoosiers

NOMINATIONS MUST BE POSTMARKED BY FRIDAY JULY 18TH, 2014

**AWARDS RECOGNITION CEREMONY
DETAILS TO BE DETERMINED,
OCTOBER 2014**

2014 Serve Indiana Awards for Excellence

The Serve Indiana Awards for Excellence recognize those people and organizations who have voluntarily contributed time and talent to the betterment of their communities, including but not limited to the areas of health care, social services, youth or senior activities, the arts, education, justice, housing or nutrition.

Nominations will be evaluated with considerable attention given to the beneficiaries of the nominee's voluntary activities and the impact those activities have had in Indiana.

NOMINATION GUIDELINES

Nomination Eligibility:

- Any Indiana resident or Indiana based organization (or Indiana office of a national or regional organization).
- Only one individual or organization may be nominated per nomination form.
- Any individual or group may nominate one or more individuals or organizations.
- An individual may nominate a relative or him/herself.
- Volunteer service demonstrated must not support a political candidate or ballot initiative.
- An individual or organization may only be nominated in one category.
- *Award finalists will be subject to a vetting process, which includes a criminal background check. Upon notification of being a finalist, potential awardees will be required to submit additional relevant information which may include date of birth and social security number.*

A completed Serve Indiana Award for Excellence nomination should include the following in this order:

I. Nomination Cover Sheet (Forms A & B)

The Nomination Cover Sheets are two pages and is included with this nomination form. Please type or print neatly.

II. Nomination Narrative

The Nomination Narrative answers questions specific to each award and is used extensively by the reviewers when selecting the award recipients. It can be no more than four (two double-sided) pages. See Award Categories and Nomination Narrative Guidelines on pages 5 and 6 for the narrative questions. The Nomination Narrative should be written using the following format:

1. At most, four pages (two double-sided)
2. Typed or neatly printed
3. 12-point font or larger
4. One-inch margins

III. Supporting Materials (optional)

Nominators may submit no more than two, 8 1/2 X 11 pages of supporting materials with each nomination packet. This could include letters of support, newspaper articles, photographs, etc. Supporting information should support, not restate, what has already been written.

Audio or video tapes, display materials, scrapbooks, etc. will not be accepted. All supporting documentation must accompany the nomination form. Supporting documentation received separately from the nomination packet will not be considered. Supporting materials will not be returned.

Submission of Nomination:

Nomination forms and relevant materials must be submitted electronically or postmarked on or before ***Friday, July 18, 2014***. All relevant materials must be submitted together in one email or one envelope.

Email Submission: CFerrell@ServeIndiana.gov

All documents should be submitted as attachments; Word, Adobe PDF or JPEG files are acceptable.

Mail Submission:

Serve Indiana
Serve Indiana Award for Excellence Nomination
10 N. Senate Ave, STE 115
Indianapolis, IN 46204

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If you have questions about completing this Nomination Form or the guidelines, please call (317) 233-4273 or email your inquiry to CFerrell@ServeIndiana.gov.

Nomination Cover Sheet (Form A)

I am nominating an individual for the following award (only one category can be selected):

Individual Awards:

- Faith-Based Service Award
 Lifetime Achievement Award
 National Service Award
 Volunteerism Award
 Youth Service Award (Under 18)

Organizations/Group Awards:

- Volunteer Program Award
 Corporate Service Award
 Service Learning Award

Please type or print legibly.

1. Nominee:

Nominee's Name:		
Contact Person (for Organization/Group Awards only):		
Address:		
City:	State:	Zip:
Employer or School Name (if applicable):		Position/Title:
Telephone:		Email:
Hometown Newspaper Name (if known):		Newspaper Email/Number (if known):

2. Nominated By:

Nominator's name:		
Business name/Organization (as applicable):		
Address:		
City:	State:	Zip:
Telephone:		E-mail address:
Relationship to nominee (friend, co-worker, etc.):		

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Nomination Cover Sheet (Form B)

How did you learn about the Serve Indiana Awards for Excellence?

- | | |
|---|---|
| <input type="checkbox"/> SERVE INDIANA Email | <input type="checkbox"/> Past Honoree |
| <input type="checkbox"/> SERVE INDIANA Newsletter | <input type="checkbox"/> Radio |
| <input type="checkbox"/> SAVI Newsletter | <input type="checkbox"/> Television |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Friend or peer forwarded the information |
| <input type="checkbox"/> Other (explain): _____ | |

By submitting this nomination and signing this form, I understand that all decisions of the selection committee are final and that lobbying for any particular nominee may disqualify that individual or organization from consideration for any award.

Signature: _____

Date: _____

Review & Notification Process:

All nominations go through an extensive review process that involves a volunteer Peer Review Panel and Serve Indiana staff members. All nomination forms and supplementary information become the property of the Serve Indiana and the respective selection committee and cannot be returned.

If a nominee is selected as a Serve Indiana Award for Excellence finalist, the nominator and the nominee will be notified by August 18th, 2014. **Award finalists will be subject to a vetting process, which includes a criminal background check. Upon notification of being a finalist, potential awardees will be required to submit additional relevant information which may include date of birth and social security number. Failure to provide the requested information will result in disqualification.**

If a nominee is not selected, the nominator and nominee will be notified by mail.

If you have questions about completing this Nomination Form or the guidelines, please call (317) 233-4273 or email your inquiry to CFerrell@ServeIndiana.gov.

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Award Categories & Nomination Narrative Guidelines

Faith-Based Volunteer	Youth Volunteer
<p>Any individual whose service is provided at an organization that self-identifies as faith-based, including, but not limited to, places of worship and other faith-based social service providers is eligible for this award.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief overview of the organization/program being nominated.</i> <i>Describe when, why, and how the nominee began their involvement with his/her faith community?</i> <i>What is the impact of the nominee's service (Impact should be measurable)?</i> <i>Quantitative data by citing volunteer hours, number of people served, etc. that shows what the nominee accomplished.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i> 	<p>Any individual who is <u>under</u> that age of 18 by October 1, 2014 is eligible for this award. Individuals who serve primarily in a faith-based organization could be considered in this category or the faith-based category, but not both.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief, current biographical information about the nominee.</i> <i>Describe when, why, and how the nominee began their involvement with his/her community?</i> <i>What is the impact of the nominee's service (Impact should be measurable)?</i> <i>Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i>
Lifetime Achievement Volunteer	Volunteer Program
<p>Any individual who has exhibited a lifetime commitment to service in their communities, primarily in Indiana, is eligible for this award. While there is no minimum age or years of service requirement, most nominees have contributed a minimum of 25 years of service to their community through volunteer positions. This should not include employment in a public service position.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief, current biographical information about the nominee.</i> <i>When did the nominee first begin volunteering?</i> <i>What motivated the nominee to remain involved with volunteer service throughout his/her life?</i> <i>Describe key volunteer activities during each decade of the nominee's life.</i> <i>Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i> 	<p>Any schools, faith-based organizations, mentoring programs, nonprofit organizations, and service clubs are all potential nominees for this award. The extraordinary work volunteers accomplish in communities is often driven by an organization or club. This award acknowledges the importance this support can make in community life. The nominees in this category strive to make communities better places to live through a variety of activities or by focusing on one issue of primary importance in their community.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief overview of the program being nominated.</i> <i>Describe when, why, and how this program began mobilizing volunteers to meet their needs.</i> <i>What is the impact of the volunteer program (Impact should be measurable)?</i> <i>Quantitative data by citing volunteer hours, number of volunteers mobilized, number of people served, contributions made, etc. that shows what the program accomplished.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i>

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Award Categories & Nomination Narrative Guidelines

National Service Member	Corporate Volunteer
<p>Any National Service member serving in a position supported by the Corporation for National and Community Service (CNCS) at the time of nomination is eligible for this award. This includes AmeriCorps, AmeriCorps VISTA, Senior Corps and Learn and Serve America participants. This award is not intended for supervisors/directors of National Service members/programs.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief overview of the organization/program being nominated.</i> <i>Describe when, why, and how the nominee began their involvement with his/her community?</i> <i>What is the impact of the nominee's service (Impact should be measurable)?</i> <i>Quantitative data by citing volunteer hours, number of people served, etc. that shows what the nominee accomplished and the role national service members played.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i> 	<p>Any business with a significant presence in Indiana that has made a substantial positive impact in Hoosier communities through contributions of time and talent is eligible for this award. The nomination must demonstrate an ongoing community or statewide impact through corporate volunteerism and/or philanthropy.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief overview of the corporation/business being nominated.</i> <i>Describe when and how the corporation/business began their community involvement.</i> <i>What is the impact of the nominee's volunteer service (Impact should be measurable)?</i> <i>Quantitative data by citing volunteer hours, number of employees involved, number of people served, contributions made, etc. that shows what the corporation/business' community involvement accomplished.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i>
Volunteerism	Exemplary Service-Learning
<p>Any individual <u>18 years or over</u> by October 1, 2013 is eligible for this award. Individuals who serve primarily in a faith-based organization could be considered in this category or the faith-based category, but not both.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief, current biographical information about the nominee.</i> <i>Describe when, why, and how the nominee began their involvement with his/her community?</i> <i>What is the impact of the nominee's service (Impact should be measurable)?</i> <i>Quantitative data by citing volunteer hours, number of people served, funds raised, etc. that shows what the nominee's volunteer service accomplished.</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i> 	<p>Any group (or class), regardless of the age of the individuals participating in the service-learning activities are eligible for this award. Service-learning refers to a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.</p> <p>Nomination Narrative Guidelines:</p> <ol style="list-style-type: none"> <i>Brief, current biographical information about the nominee.</i> <i>Describe when, why, and how the nominee began their involvement with their community?</i> <i>How is service-learning incorporated into the teaching, classroom, or school?</i> <i>What is the impact of the service-learning for faculty member as a teacher, for students, and for the community?</i> <i>Qualitative information such as good stories, quotes from people served, and other demonstrations of service that cannot be easily measured.</i>