

# 2015 GOVERNOR'S VOLUNTEERISM & COMMUNITY SERVICE AWARDS

## FREQUENTLY ASKED QUESTIONS

### ***How do I submit a nomination?***

Your nomination may be submitted in either of the following ways:

- Download and complete the nomination document from our website at [www.vaservice.org](http://www.vaservice.org) and mail, e-mail, or fax it to our office.
- Complete the online nomination form on our website at [www.vaservice.org](http://www.vaservice.org) and submit it electronically. Save your narrative in a word processing application such as Microsoft Word, then copy and paste the narrative into the online form. Letters of support can be submitted by mail, fax, or e-mail (see below).

Mailing Address: Governor's Volunteerism and Community Service Awards  
Office on Volunteerism and Community Service  
801 East Main Street, 15th Floor  
Richmond, VA 23219-2901

Fax: (804) 726-7088  
Email: [info@vaservice.org](mailto:info@vaservice.org)

### ***How long is the nomination period?***

The nomination period will last for almost (3) three months, beginning Wednesday, November 12, 2014 –Wednesday, January 28, 2015. All nominations must be RECEIVED (not post-marked) via mail, fax or submitted online no later than 6:30 PM, Wednesday, January 28, 2015. Any incomplete nomination or nomination received after 6:30 PM on January 28, 2015 will not be considered. Nomination narratives received without the two letters of support will be considered incomplete and will not be considered.

### ***Have the nomination categories changed since last year?***

No, the nomination categories for 2015 remain the same and still include separate categories for Small Businesses (with 50 or less employees) and Corporations (51 or more employees).

### ***Are National Service members or programs eligible to be nominated?***

Since National Service members receive a living allowance or stipend, they are not eligible for nomination. This includes AmeriCorps\*State, AmeriCorps\*National, VISTA and Foster Grandparents and RSVP.

### ***Is it necessary to complete the nomination profile form for the nominee and the nominator in addition to the nomination narrative?***

Yes. Please include the full name (first, middle and last for individuals) or full legal name (for organizations or businesses). It is very important that the category selected is that of the nominee, rather than the affiliation or category of the nominator.

### ***How long must the nomination narrative be?***

The nomination narrative must be no more than two pages single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font.

### ***Does the nomination narrative need to follow any specific format?***

Yes. The nomination narrative should answer all of the questions as stated in the nomination narrative section of the nomination form and in the order presented.

### ***May I nominate someone for a category that isn't listed on the nomination form?***

No. Nominators must select only one of the listed categories. Please do NOT select multiple categories for the same candidate.

***May I submit multiple nominations for different individuals or organizations?***

Yes. An individual or organization may submit as many nominations as desired for different individuals and organizations.

***What are the general requirements for the letters of support?***

Two letters of support are required, no longer than one page each. Letters should clearly state the author's relationship to the nominee and knowledge of his/her service in order to provide sufficient information on the individual or organization. Letters may not be used to serve as both a letter of support and the nomination narrative. Letters must be submitted by someone other than the nominator and by someone not directly related to the nominee. If possible, letters of support should be submitted on the letterhead of the letter writer.

***Can the author of the letter of support remain anonymous?***

We prefer that the nominator provide the contact information of those submitting letters of support. Providing the contact information allows us to contact the author in case we need to track the letter of support.

***Can the author of the nomination narrative also write a letter of support?***

No. A letter of support must be submitted by someone other than the nominator. Letters must also be written by different individuals, not the same person. In addition, a letter of support from someone a relative of the nominee is not allowable.

***Can a family member nominate another family member?***

Yes it is permissible for a family member to nominate another family member, but someone related to the nominee is not allowed to write a letter of support. You may nominate yourself or an organization or business in which you are employed.

***May I submit additional information such as additional support letters, photographs and/or new clippings to further support my nomination?***

No, such additional information will not be considered. However, you may mention this information in the narrative. Two letters of support is the required number and additional letters will not be considered.

***Are previous Governor's Award winners eligible for nomination?***

Previous winners of a Governor's Award are eligible to be nominated again provided that five (5) years have elapsed since receipt of the previous award. Check the link to "Summary of Award Winners from 1996 – 2014" found on the webpage, especially for small business and corporation categories to determine eligibility.

***Who reviews the nominations?***

Nominations are reviewed by a panel of independent judges. Judges are selected based on their experience and expertise in the field of volunteerism.

***When will I be notified about my nomination's status and when is the 2015 Governor's Volunteerism & Community Service Awards ceremony?***

A judging panel will review nominations during late February /early March to determine the 2015 Governor's Volunteerism and Community Service awardees. Notices will be sent to nominators in late March notifying them of the judging results. Hopefully, the awards ceremony and reception will take place in April 2015 in Richmond at a location yet to be determined.

***If I have further questions, where may I call or e-mail for assistance?***

You may contact the Office on Volunteerism and Community Service at (800) 638-3839 or email at [\*\*info@vaservice.org\*\*](mailto:info@vaservice.org).