



## **Governor's Awards and Key Volunteer Nomination Checklist**

Nominating outstanding volunteers not only allows you to acknowledge their remarkable contributions but also provides an opportunity to showcase your organization's mission and accomplishments.

A meticulously prepared and well-documented nomination can effectively inform others about the impactful work you do. Utilize this checklist to ensure that your nomination is a testament to the exceptional volunteers you are recognizing.

**Please note, nominations must be submitted by Friday, January 12, 2024!**

- Have you utilized the official online nomination form provided by the Governor's Office? Access it here: <https://www.surveymonkey.com/r/H957RPB>
- Have you employed descriptive language and quantitative data to highlight your volunteer's exceptional contributions? (e.g. How much money was raised? How many pounds are distributed? How many students served?)
- Have you clearly articulated how your nominee advances and embodies your organization's mission, vision, and purpose? See example on our website: <https://thevolunteercenter.org/governors-key-volunteer-awards-of-the-year/>
- Have you meticulously reviewed your nomination for spelling or grammar errors?
- Have you thoroughly examined the Tip Sheet provided by the Governor's Office? Click here: <https://www.nc.gov/tips-writing-effective-award-nomination/open>

If you have any questions, please contact our office!

Good Luck and Thank you!