



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 Monday, January 6, 2025!

- Have you utilized the official online nomination form provided by the Governor's Office? Access it here: <https://www.surveymonkey.com/r/QQPDC9K>
- A compelling Nomination statement is the most important part of the nomination process. In this, describe your organization's mission and role in the community, your nominee's role, and why the service they have provided is unique or special.
- Take a look at this [Sample Nomination Description](#) to see what your submitted nomination form should include.
- 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?) In the Nomination Statement, describe your organization's mission and role in the community, your nominee's role, and why the service they have provided is unique or special.
 - Use observations, facts and concrete examples to reinforce your nominee's accomplishments. Include numbers, such as hours donated, dollars raised, persons helped, or services delivered. Use descriptive words and examples to further distinguish your nominee.
 - The more thorough and well-written your nomination, the better! Nominations are evaluated and scored by multiple reviewers who will depend on your application to evaluate your volunteer's service.

- 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>
- The Nominee's Impact statement should be **150 words, MINIMUM**
- No Self nominations nor nominations from Family members.
- All nominations need an additional reference **in addition** to the nominator.

Recognition for these awards will be held during an official luncheon ceremony in the Spring of 2025.

This is a great opportunity to highlight the incredible contributions of your volunteers and showcase your organization's impact on the community.

If you have any questions or need assistance, feel free to reach out to Hannah Davis, the Program Manager.

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