

---

## Earth Team Employee Award Nomination

Employee \_\_\_\_\_ Volunteer Coordinator \_\_\_\_\_

Nominee's name **exactly** as it should appear on an award certificate:

Name & Title: \_\_\_\_\_

Office Name: \_\_\_\_\_

City & State: \_\_\_\_\_

Work Performed Between October 1, \_\_\_\_\_ and September 30, \_\_\_\_\_

Nomination Submitted by:

Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Prepare a written narrative not to exceed two type written pages using a minimum font size of 12pt that addresses:

(1) **Magnitude of work:** What was the extent of the work accomplished? What made the work, project, contribution, or program exceptional? Did the nominee demonstrate creativity or originality?

(2) **Volunteer Program Management:** How are agency needs and volunteer jobs identified? Describe what successful volunteer recruitment methods are being implemented. How did the work improve staff understanding and acceptance of Earth Team volunteers? How did the work enhance relationships with other groups?

(3) **Challenges:** What challenges did the individual have to meet to carry out what was done? (Challenges could include agency/staff apathy, limited supplies, materials, or human resources.)

(4) **Volunteer Recognition:** Describe how volunteers are recognized through awards, use of the media, and during National Volunteer Week.