

OKLAHOMA 4-H - SALUTE TO EXCELLENCE 2020

VOLUNTEER RECOGNITION NOMINATION FORM



The Oklahoma/National 4-H Salute to Excellence Volunteer Recognition Award recognizes 4-H volunteers who demonstrate exemplary service to 4-H, while promoting service through volunteerism as both an opportunity and a privilege.

I. Selection Criteria

1. The **Volunteer of the Year Award (VOY)** is for currently serving 4-H volunteers who have served as 4-H volunteers for **less than 10 years** at the local, county, district or state level.
2. The **Outstanding Lifetime Volunteer Award (OLV)** is for 4-H volunteers, who have served **10 or more years** at the local, county, district or state level. A county Lifetime nominee may be nominated up to 3 times with a minimum of 3 years between each nomination.
3. All nominees must be an **Active** certified volunteer in the 4HOnline Data Management System at the time of the nomination.
4. **Nominee** – Must be a single individual, no teams (teams being co-leaders or spouses). Anyone currently a member of the State 4-H Volunteer Board cannot be nominated for district or state awards. They may be considered for awards once their term expires.
5. **Nomination Packet** –Resume, three (3) letters of recommendation and a photograph. A packet missing any one piece will be eliminated for award consideration, but will be recognized at the awards luncheon.

Resume Template - A template for the resume is provided.

Letters of recommendation – The author of each letter should describe the nominee’s qualifications from their perspective (4-H youth, Extension Educator, volunteer, etc.). To guide letter content, consider the following points:

- Positive impact the nominee has had on the 4-H program and on 4-H youth
- Nominee’s ability to work with young people on projects and activities in a way that promotes decision-making, problem-solving, meeting challenges, mastery and youth/adult partnerships (positive youth development opportunities)
- Nominee’s innovative approaches to engaging youth and increasing diversity among participants
- How nominee exemplifies a “mentor-learner” relationship with participants
- Dedication to a safe and inclusive environment
- How nominee models character and professional behavior when interacting with participants, families, and community partners
- Nominee’s innovative approaches to performing volunteer service
- Increased funding/resources/new initiatives generated by nominee
- Recruitment of additional 4-H volunteers
- Personal growth from being a 4-H volunteer (that you have observed)

Letters can be no longer than 2 pages in length, in 12-point font with 1 inch margins and are to be *signed by the author*.

II. Application Guidelines

1. A complete application must be submitted by the county to the District 4-H Office to be considered for district and state awards.
2. A complete **nomination package** must be submitted electronically.

Nomination Packet –Resume (**MS Word format only**) of the applicant's 4-H and relevant community volunteer experiences, three (3) *signed* letters of recommendation and a high quality photograph (600 dpi) of the nominee. Only photo saved as *TIF, JPG, BTMP, PNG or GIF format will be accepted*. **Photographs or pictures embedded in a word document or as a PDF are not acceptable.**

A packet missing any one piece will be eliminated for award consideration, but will be recognized at the awards luncheon.

Resume can be no longer than 2 pages, 12-point font with 1 inch margins. See template on page 4. Coversheet does not count as one of the two pages.

Three letters of recommendation - letters of recommendation must be written by a 4-H staff member, 4-H youth participant, and another volunteer/parent. All letters are to be signed by the author. **Letters should be no longer than 2 pages in length, in 12-point font with 1-inch margins.** Letters may be Word or PDF format.

3. The enrollment status of all nominees will be verified in the 4HOnline Database.
4. **All** materials must be submitted by the designated due date to be considered for district and state awards. District and State winners will be announced **at the annual State 4-H Parent-Volunteer Conference**.
5. If county nominee is selected, the "volunteer" agrees to the criteria set forth in this application and also agree to utilize the 4-H name and emblem when implementing and publicizing the program.

III. Award Information

1. One recipient for each category (VOY and OLV) will be selected from the District's pool of nominations. State recipients will be select from District winners.
2. All nominees and a guest are invited to attend the awards luncheon at the State PVC held the fourth Saturday of June.
3. County nominees receive a framed certificate. District winners receive an engraved plate.
4. State winners will receive a \$250 scholarship which can be used for the purpose of continuing their development as a 4-H volunteer. Funds may be used for regional volunteer leader forums/conferences, Cooperative Extension Service sponsored conferences, workshops, symposiums or other professional development course of study which will enhance skills and knowledge of volunteerism or 4-H club management.
5. The State **Volunteer of the Year** winners will be Oklahoma's nominee for the regional awards program. State Outstanding Lifetime Volunteer recipients will not automatically be advanced to the regional **Outstanding Lifetime Volunteer** awards program. The State 4-H Volunteer Board reserves the right to consider previous nominees for advancement.
6. Regional winners receive a personalized plaque and donated \$200 in the Honoree's name to a local 4-H Program of the honoree's choosing.
7. National Honorees will receive a plaque or similar symbol representative of their achievement. Additionally, Council will donate \$1,000 in the Honoree's name to a local 4-H program of their choosing.

IV. Instructions for County and District 4-H Offices

1. Appropriate county recognition should be given to all volunteers nominated.
2. Only the County 4-H Office can officially designate a volunteer as a county nominee. **Nominations submitted to the District 4-H Office MUST be sent electronically no later than 5:00 PM on or before March 14th.** A complete nomination includes resume, photograph and three letters of recommendations

At the May 2013 State Volunteer board meeting the decision was made to no longer accept the names of county nominees after the deadline. All persons recognized at the state volunteer conference require a complete nomination packet. The OCES system was notified on June 4, 2013 that there would no longer be any extended deadlines.

3. District nominees are to be uploaded to the designated Dropbox **on or before March 20.**
4. **Labeling electronic file(s) for nominee** – Create one file folder for each nominee. Use the following abbreviations in labeling the file.

Award (LF – Lifetime, VY-Volunteer of Year)_**District** (NW, SW, SE, NE)_**County**(spell out county)_**Last Name**

Example of how a file will be labeled:

Lifetime Nominee Folder will be labeled LF_W_McClain_Peabody

Volunteer of the Year Nominee Folder will be labeled VY_NE_Atoka_Marks

Within the file folder, label each piece using the following examples.

County_Last Name_Resume	<u>Example:</u> McClain_Peabody_Resume
County_Last Name_Photography	<u>Example:</u> Atoka_Marks_Photography
County_Last Name_Letter_Extension	<u>Example:</u> McClain_Peabody_Letter_Extension
County_LastName_Letter_Youth	<u>Example:</u> Atoka_Marks_Letter_Youth
County_LastName_Letter_Volunteer	<u>Example:</u> McClain_Peabody_Letter_Volunteer

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VOLUNTEER RESUME COVERSHEET

Nominator Information

Name:
 Street address:
 Post Office, State, zip code:
 Email:

Name:
 Street address:
 Post Office, State, zip code
 Email:
 County and State

Completed by County Office::	
Years served as a 4-H volunteer? _____ years	
Certified volunteer in Oklahoma with "ACTIVE" enrollment at the time of nomination? _____ yes _____ no Will be verified in 4HOnline.	
Volunteer at Large _____	
Volunteer affiliate with a Club _____	
4-H Club _____ If applicable, list club affiliation with	

Nomination for (check one):

- Outstanding Lifetime Volunteer (10 or more years of service to 4-H)***
 Volunteer of the Year (less than 10 years of service to 4-H)

Photograph - High quality, 600 dpi headshot of the nominee only. Only photos saved as *TIF, JPG, BTMP, PNG or GIF* format will be accepted. **Photographs or pictures embedded in a word document or as a PDF are not acceptable.** Nominee's photo, name, state and 4-H highlights will be posted on the 4-H.org website.

If selected as a regional or national winner, a cash donation will be made in the Honoree's name to the 4-H entity of his/her choosing. Please include the following information to be used if this nominee is selected as an Honoree.
Check made payable to:
Name (designee) and full mailing address where check is to be sent.

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VOLUNTEER RESUME' TEMPLATE

Name
Street address
State, zip code
County
Phone Number
Email:

Resume: Please provide the following information **(limited to two pages, front only, 12-point font, 1 inch margins)**

- A. Brief overview (500 words or less) of why the nominee deserves this award.
- B. Evidence of a positive impact on the lives of 4-H youth.
 - Demonstrated ability to work with young people in a way that promotes youth empowerment, decision-making, problem-solving, meeting challenges, and mastery.
 - Nominee's dedication to youth/adult partnerships and developing mentor-learner relationships.
- C. Evidence of a positive impact on the 4-H program
 - Nominee's innovative approaches to engaging new youth and increasing diversity among participants
 - Dedication to providing a safe and inclusive environment for youth
 - Nominee's innovative approaches to performing volunteer service, recruitment of additional 4-H volunteers, partnering with other youth serving agencies, fund raising, providing other resources for 4-H, advocacy of 4-H, etc.
- D. Personal attributes
 - Evidence of professional attitude, character, and morals
 - Personal growth from being a 4-H volunteer (that you have observed)
- E. Personal involvement in 4-H
 - List local 4-H roles (4-H Project Leader; Community 4-H Club Leader; etc.). Include summary of years, roles and organizations.
 - List County/District 4-H roles (County Extension Committee; etc.). Include summary of years, roles and organizations.
 - List State/Regional/National 4-H roles (Regional 4-H Volunteer Leader Forum Planning Committee, National 4-H Awards Selection Committee; etc.). Include summary of years, roles and organizations.
 - List relevant 4-H honors/awards and years received.
 - List relevant non-4-H volunteer roles. Include summary of years, roles and organizations.
- F. Optional/FOR INFORMATIONAL PURPOSES ONLY
 - If nominee was involved in 4-H as a young person, indicate the state where nominee was involved, type of involvement (4-H projects taken, 4-H camper, etc), years of membership, exemplary awards, leadership roles, etc.
 - Current position (professional/homemaker). If retired, most recent role.