

# 2012 STAR Awards Nomination Form

Nomination Deadline is Tuesday, January 31, 2012

Need help? Call 269.382.8350 or email [vckzoo@volunteerkalamazoo.org](mailto:vckzoo@volunteerkalamazoo.org)

**STAR Awards** (Sharing Time And Resources) celebrate the spirit of volunteerism throughout our community by paying tribute to individuals and groups who actively donate their time and talents in service to others. Join us in celebrating 27 years of recognizing our community's volunteers!

Each year, community members nominate individuals or groups of people to be considered for selection as STAR Award recipients. Winners will be selected in 14 different categories and awards will be presented at a breakfast program on Wednesday, April 18, 2012, at the Radisson Plaza Hotel. This program is attended by more than 500 community members who support volunteerism throughout the Kalamazoo Gazette circulation area. Additionally, stories about the service of the winners will be featured in the Kalamazoo Gazette and on Volunteer Kalamazoo's Web site: [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org).

Nominations are open to the public and anyone may submit a nomination. A panel of independent judges appointed by Volunteer Kalamazoo will select winners. If you know someone, perhaps a neighbor, family member, co-worker, volunteer manager or volunteer at your organization who exemplifies the spirit of volunteerism, this is your opportunity to give them public recognition for the wonderful work that they are doing.

**Please help us recognize the unsung heroes in our community by making a nomination.**

- **How do I get started?** Nominations may be made online at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org) or by completing this nomination form. Tips for writing a winning nomination are also available at the website mentioned above.
- **Who can I nominate?** Any individual or group that resided or volunteered in the Kalamazoo Gazette circulation area during 2011 is eligible. You must get permission from the person or group that you nominate before submitting a nomination form. For the *Volunteer Manager of the Year Award*, nominees must work for an organization that serves the Kalamazoo Gazette circulation area.
- **What else do I need to know?** With the exception of the *Irving S. Gilmore Lifetime Achievement Award* and the *Volunteer Manager of the Year Award*, all nominations are limited to volunteer service performed in the 2011 calendar year.

Previous STAR Award winners in the Individual categories may not be nominated or receive an award in the same category more than one time. However, you may nominate the individual for an award in a different category. Due to changes in membership, Youth Groups and College Groups may be nominated to receive an award in the same category, after a waiting period of four years. All other Group categories can be nominated to receive an award in the same category after a waiting period of six years. Previous recipients of the Volunteer Manager of the Year award are not eligible to receive the award. *To view a list of all previous recipients, visit [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org).*

## Award Categories

Age requirements are effective as of December 31, 2011.

Awards will be granted in categories with qualified nominees and decisions of the judges are final. Nominations are subject to verification and become the property of Volunteer Kalamazoo.

**Youth Volunteer:** Individual 18 years of age or younger

**Youth Volunteer Group:** Organized group of people 18 years of age or younger

**College Volunteer:** Student enrolled in any college/university within the Kalamazoo Gazette's circulation area

**College Volunteer Group:** Organized group of students enrolled in any college/university within the Gazette's circulation area

**Young Adult Volunteer:** Individual age 19 – 30 years

**Adult Volunteer:** Individual age 31 – 64 years

**Senior Volunteer:** Individual 65 years of age or older

**Adult Volunteer Group:** Organized group of people who are older than age 18

**Employee Volunteer Group:** Organized group of coworkers volunteering from one business/organization

**Family Volunteer Group:** Organized family group

**Career Volunteer:** Individual volunteering 1,000 hours or more, with one or more organizations in the year 2011

**Community Leadership:** Individual demonstrating volunteer leadership by managing/influencing programs at more than one organization in 2011

**Irving S. Gilmore Lifetime Achievement Award:** A person whose dedication and breadth of service has profoundly influenced the community over his/her lifetime.

**Volunteer Manager of the Year Award:** An individual serving as a volunteer manager (paid or volunteer) for a nonprofit that serves the Kalamazoo Gazette's circulation area.

**Celebration Breakfast • Wednesday, April 18, 2012 • Radisson Plaza Hotel • 7:30 – 9 a.m.**



**Guidelines for Volunteer Award Nominations**  
Individual, Group, and Gilmore Lifetime Achievement Awards  
For complete rules, visit [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org)

**Nomination Deadline**  
Tuesday, January 31, 2012

- 1.) Choose your nominee and collect the information that you will need to complete the nomination form.
- 2.) Review the different categories listed on page one to decide which award best suits the individual or group that you would like to nominate.
- 3.) Remember that when counting the number of volunteer hours, you may only include hours served within the last calendar year. (The Irving S. Gilmore Lifetime Achievement Award is an exception to this rule.)
- 4.) Complete a nomination online at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org) beginning January 1, 2012 or complete and send the appropriate form to:  
**Volunteer Kalamazoo, 709-A S. Westnedge Avenue, Kalamazoo, MI 49007**  
**Phone: 269.382.8350 • Fax: 269.382.8362 • Email: [vckzoo@volunteerkalamazoo.org](mailto:vckzoo@volunteerkalamazoo.org) (Please confirm that we receive form.)**
- 5.) Be sure that you have provided all of the required information. The total number of volunteer hours is required. This number can be approximate, but please be as accurate as possible.

**2012 STAR Awards Nomination Form**  
**Irving S. Gilmore Lifetime Achievement Award**

If you are nominating for the GROUP, INDIVIDUAL, or VMOY categories please complete the appropriate form.

**For the Irving S. Gilmore Lifetime Achievement Award, I nominate:**

\_\_\_\_\_  
First Name Last Name

**You may contact them at:**

\_\_\_\_\_  
Phone (Day) Phone (Evening) Phone (Mobile)

\_\_\_\_\_  
Street Address City, State, Zip

\_\_\_\_\_  
Email Address

**Completing the nomination:** In two pages or less, tell us why you believe this nominee should receive the Irving S. Gilmore Lifetime Achievement Award.

Describe how this nominee's dedication and breadth of service has influenced the community; include examples of their volunteer contributions and the organizations that they have served. Include any information that you believe makes this volunteer unique or special.

Attach additional pages to this nomination form and submit to Volunteer Kalamazoo on or before January 31, 2012. Nominations may also be submitted online at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org).

All nominees will receive recognition in the Kalamazoo Gazette and at the STAR Awards Breakfast. In acknowledgement of your nomination, your name will be printed next to your nominee's name in the 2012 STAR Award Nominees List that will be published in the Kalamazoo Gazette and in the recognition event program. Please complete the information below so that we can reach you if we have questions.

\_\_\_\_\_  
Your First & Last Name – Please print clearly

\_\_\_\_\_  
Organization Name (if appropriate)

\_\_\_\_\_  
Phone (Day) Phone (Evening) Phone (Mobile)

\_\_\_\_\_  
Street Address City, State, Zip

\_\_\_\_\_  
E-mail Address

**Irving S. Gilmore**

**The Irving S. Gilmore Lifetime Achievement Award pays homage to the man whose dedication and breadth of service profoundly influenced the community throughout his lifetime.**

**Irving S. Gilmore** was sincerely devoted to improving the quality of life in Kalamazoo. He was a gentle, good humored man, rich in compassion, who placed a great premium on qualities such as integrity and honesty in business and one's personal life. Through personal acts of kindness and financial gifts both large and small, Irving S. Gilmore was a quiet and often anonymous benefactor.

**Questions? Call 269-382-8350 or e-mail [vckzoo@volunteerkalamazoo.org](mailto:vckzoo@volunteerkalamazoo.org)**

# 2012 STAR Awards INDIVIDUAL Nomination Form

Nomination Deadline: Tuesday, January 31, 2012

If you are nominating for the GROUP, VMOY, or GILMORE categories please complete the appropriate form.

Complete a nomination online  
at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org)

## I nominate:

First Name

Last Name

for a STAR Award in the following category: (Please select only one category.)

Youth Volunteer (≤ 18)

College Volunteer

Young Adult Volunteer (19-30)

Adult Volunteer (31-64)

Senior Volunteer (65+)

Career Volunteer

Community Leadership

## You may contact them at:

Phone (Day)

Phone (Evening)

Phone (Mobile)

E-mail Address

Street Address

City, State, Zip

During 2011 this person volunteered \_\_\_\_\_ hours.

**Important Note!** To process your nomination, you must enter the number of hours volunteered by your nominee. If you do not have an exact number you may enter an approximate number. Please be as accurate as possible. Do not leave it blank!

**Winners will be chosen based upon the information that you provide. Please answer each question as completely as possible.**

**Completing the nomination:** In two pages or less, tell us why you believe that this nominee should receive a STAR Award. Please include a response for each of the following five questions. Attach the additional pages to the nomination form.

### 1. Organizations served and time given • Where and number of hours this person volunteered • Contact to verify this information

**Note:** If the volunteer served at more than two locations, please provide any additional information on a separate sheet of paper.

Organization Name	Total Hours	Contact Person	Contact Phone

### 2. Volunteer activities performed • What did they do?

Describe the kinds of activities and services this volunteer did for others. Be sure to include their special talents or skills that helped them succeed as a volunteer.

### 3. Overall impact • How did they make a difference? Describe how this volunteer made an impact on others or the community.

### 4. Obstacles overcome: If it applies, tell how this volunteer overcame obstacles or challenges in life to serve as a volunteer.

### 5. Other relevant information: Please tell us more about the volunteer that you are nominating. Include any information that you believe makes this volunteer unique or special.

**Thank you for your nomination.** All nominees will receive recognition in the Kalamazoo Gazette and at the STAR Awards Breakfast program. In acknowledgement of your nomination, your name will be printed next to your nominee's name in the 2012 STAR Award Nominees List that will be published in the Kalamazoo Gazette and in the recognition event program.

Please complete the information below so that we can reach you if we have any questions.

First & Last Name – Please print clearly

Organization Name (if appropriate)

Street Address

City

State/Zip

E-mail Address

Phone (day)

Phone (evening)

Mobile

# 2012 STAR Awards GROUP Nomination Form

Nomination Deadline: Tuesday, January 31, 2012

If you are nominating for the INDIVIDUAL, VMOY or GILMORE categories please complete appropriate form.

Complete a nomination online at

[www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org)

I nominate:

Group Name

Number of people in the group

for a STAR Award in the following category: (Please select only one category.)

Youth Volunteer Group  College Volunteer Group  Adult Volunteer Group  Family Volunteer Group  Employee Volunteer Group

Group Contact Information:

Name - Contact person for the group

Phone (Day)

Phone (Evening)

Phone (Mobile)

E-mail Address

Street Address

City, State, Zip

# of People in Group

During 2011 this group volunteered \_\_\_\_\_ hours.

**Important Note!** To process your nomination, you must enter the number of hours volunteered by your nominee. If you do not have an exact number you may enter an approximate number. Please be as accurate as possible. Do not leave it blank!

Winners will be chosen based upon the information that you provide. Please answer each question as completely as possible.

**Completing the nomination:** In two pages or less, tell us why you believe that this nominee should receive a STAR Award. Please include a response for each of the following five questions. Attach the additional pages to the nomination form.

**1. Organizations served and time given • Where and how many hours did this group volunteer? Whom may we contact to verify this information?**

**Note:** If volunteers served at more than two locations, please provide any additional information on a separate sheet of paper.

Organization Name	Total Hours	Contact Person	Contact Phone

**2. Volunteer activities performed • What did they do?**

Describe the kinds of activities and services these volunteers did for others. Be sure to include their special talents or skills that helped them succeed as volunteers.

**3. Overall impact • How did they make a difference?**

Describe how these volunteers made an impact on others or the community.

**4. Obstacles overcome**

If it applies, tell how these volunteers overcame obstacles or challenges in life to serve as volunteers.

**5. Other relevant information**

Please tell us more about the volunteers that you are nominating. Include any information that you believe makes them unique or special.

**Thank you for your nomination.** All nominees will receive recognition in the Kalamazoo Gazette and at the STAR Awards Breakfast program. In acknowledgement of your nomination, your name will be printed next to your nominee's name in the 2012 STAR Award Nominees List that will be published in the Kalamazoo Gazette and in the recognition event program.

Please complete the information below so that we can reach you if we have any questions.

First & Last Name – Please print clearly

Organization Name (if appropriate)

Street Address

City

State/Zip

E-mail Address

Phone (day)

Phone (evening)

Mobile

## Guidelines for Volunteer Manager of the Year Award

For complete rules, visit [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org)

### Instructions:

- 1.) Choose your nominee and collect the information that you will need to complete the nomination form.
- 2.) This award encompasses the nominee's full *volunteer management* career (both paid and volunteer), so you may include information from years prior to 2011.
- 3.) Complete a nomination online at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org) beginning January 1, 2012 or complete and send the appropriate form to:  
**Volunteer Kalamazoo, 709-A S. Westnedge Avenue, Kalamazoo, MI 49007**  
**Phone: 269.382.8350 • Fax: 269.382.8362 • Email: [vckzoo@volunteerkalamazoo.org](mailto:vckzoo@volunteerkalamazoo.org) (Please confirm that we receive form.)**
- 4.) Be sure that you have provided all of the required information.

The Volunteer Manager of the Year Award is joining the STAR Awards Program as a collaboration between the **Kalamazoo Association of Volunteer Administrators** (KAVA), Volunteer Kalamazoo and the Kalamazoo Gazette. KAVA has been recognizing Volunteer Managers with this award since 1988.

Volunteer Managers (both paid and unpaid), are often an integral part of a volunteer experience. We want to recognize these individuals for all that they do to display leadership and promote volunteerism in our community. By bringing this award from a small standalone award into the STAR Awards program, we hope to highlight the important role such positions play in our nonprofit community.

## 2012 STAR Awards VOLUNTEER MANAGER OF THE YEAR Nomination Form

Complete a nomination online at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org)

Nomination Deadline: Tuesday, January 31, 2012

If you are nominating for the GROUP, INDIVIDUAL, or GILMORE categories please complete appropriate form.

### I nominate:

First Name

Last Name

### You may contact them at:

Organization

Phone (Day)

Phone (Evening)

Phone (Mobile)

E-mail Address

Street Address

City, State, Zip

**Winners will be chosen based upon the information that you provide. Please answer each question as completely as possible.**

**Completing the nomination:** In two pages or less, tell us why you believe that this nominee should receive a STAR Award. Please include a response for each of the following five questions. Attach the additional pages to the nomination form.

**1. List organizations, if known, where nominee has managed volunteers during his/her career and length of service. Who may we contact to verify this information?**

**Note:** If the volunteer served at more than two locations, please provide any additional information on a separate sheet of paper.

Organization Name	Length of Service	Contact Person	Contact Phone

**2. What special skills/traits does this person have that make him/her an exceptional volunteer manager?**

**3. How does this person show leadership & demonstrate the value of volunteerism?**

**4. How has this person impacted the community as a volunteer manager?**

*(cont'd on next page)*

**5. Any other relevant information?** Please tell us more about the volunteer manager hat you are nominating. Include any information that you believe makes them unique or special.

*For example: Has the nominee received any other awards? Does the nominee possess skills to mentor or train volunteers? Has the nominee volunteered or served on nonprofit boards?*

**Thank you for your nomination.** All nominees will receive recognition in the Kalamazoo Gazette and at the STAR Awards Breakfast program. In acknowledgement of your nomination, your name will be printed next to your nominee's name in the 2012 STAR Award Nominees List that will be published in the Kalamazoo Gazette and in the recognition event program.

Please complete the information below so that we can reach you if we have any questions.

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First & Last Name – Please print clearly

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Organization Name (if appropriate)

Street Address

City

State/Zip

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E-mail Address

Phone (day)

Phone (evening)

Mobile