



# Iowa Governor's Volunteer Award 2024 Nomination Information

INSTRUCTIONS FOR ALL SUBMISSIONS (NONPROFITS, CHARITABLE ORGANIZATIONS, GOVERNMENT AND NON-GOVERNMENT ORGANIZATIONS)

Coordinated by Volunteer Iowa

**Submission Deadline: April 30, 2024 6 PM CT**

If you have questions that are not covered here contact Rebecca Gernes at Volunteer Iowa, [Rebecca.gernes@volunteeriowa.org](mailto:Rebecca.gernes@volunteeriowa.org), 515.349.4728 or 1.800.308.5987.

## Overview

Since 1983, the Governor's Volunteer Award program provides an easy way to honor the dedicated people who volunteer their time and talent to help an agency or organization deliver on its mission. There is no review process at the state level to decide who does or does not get an award. By submitting the information, the person completing the form verifies that the individual or group listed is deserving of this honor.

## Guidelines

### Eligibility

Nominations may be submitted in the following categories:

1. Individual Governor's Volunteer Award: one person providing outstanding volunteer service
2. Individual Length of Service Award: one person who has served multiple years. Awarded for increments of five years, e.g., 5, 10, 15, etc.
3. Group Governor's Volunteer Award: two or more people who volunteer together as a team
4. Group Length of Service Award: groups who have served multiple years. Awarded for increments of five years, e.g., 5, 10, 15, etc.

Recipients are not required to live in Iowa, but their service must have benefited an Iowa organization or community. Those previously honored with an Individual Award should not receive another, but may be selected once every five years for a Length of Service Award.

**Who may nominate:** Nonprofits, charitable organizations, and government entities (city, county, state, and federal) may recommend a Governor's Volunteer Award for an individual volunteer or group of volunteers who directly assisted the organization with a project, event, or activity. Recommendations for awards must be submitted by someone representing the organization that received the service of the volunteer(s).

**Nomination fee:** A \$15 handling fee per award (non-refundable) helps cover the cost of printing certificates, invitations, and ceremony materials, as well as memento photos, pins, and postage.

Awards are presented during regional recognition events held each summer. Nominators may pay online via electronic check, credit card, or their Gov2Go account. State agencies will submit nominations using the online form linked below, and will receive an invoice for an internal transfer following submission.

If you feel the nomination fee is a burden to you and your organization, and is a hindrance to you submitting a nomination, please contact Rebecca Gernes ([Rebecca.gernes@volunteeriowa.org](mailto:Rebecca.gernes@volunteeriowa.org)) before completing your submission.

**Award Materials:** All nominations include one award certificate, one certificate folder, and one pin for both individual and group awards.

- While not required, nominators may order additional materials for a group nomination through our online order form. Group award recipients also have the option to order additional materials after the ceremony. Additional lapel pins are \$4 each and additional folders are \$3.25 each. There is no cost for additional certificates.
- Award packages will be mailed to those unable to attend the ceremony
- Group certificates cannot be individualized for members of a group.

You may use the submission questions below when putting together nominations. **Please note that all nominations must be submitted through the online form; paper nominations will not be accepted.**

## Begin Submission

1. We are a State Agency submitting this nomination *(If you are not a state agency, skip this question and proceed to the Award Submission, below)*
  - Yes/No
2. Award Submission will be for a(n):
  - Individual Governor's Volunteer Award
  - Group Governor's Volunteer Award
  - Individual Length of Service Award
  - Group Length of Service Award

## Award Recipient

3. Group Name (Group nominations only)  
*Enter the name EXACTLY as it should appear on their certificate. If your group is part of a larger organization, include the local club or chapter identifier.*
4. Group Award Materials  
*All nominations include one award certificate and certificate folder, and one lapel pin for both individual and group awards. While not required, nominators may order additional materials for a group nomination below. Group award recipients also have the option to order additional materials after the ceremony.*
  - How many additional pins will be needed? (enter 0 if none)

- *Additional pins are \$4 each*
    - How many additional certificates will be needed? (enter 0 if none)
      - *No cost for additional certificates. Group certificates may not be individualized*
    - How many additional folders will be needed? (enter 0 if none)
      - *Additional folders are \$3.25 each*
5. Awardee or Group Contact Name (If nominating a group, enter a contact person for the group)
- *For nominees, enter the individual's name EXACTLY as it should appear on their certificate (e.g., any titles, suffixes, and middle names or initials).*
6. Awardee or Group Contact Address, City, State ZIP code
7. Awardee or Group Contact County
8. Awardee or Group Contact Phone Number
9. Awardee or Group Contact Email Address
10. Service Description: What is the nominee being recognized for?  
*Submit a ONE SENTENCE description of the Awardee's service including the service, organization or community served, and length of service if applicable. This will be used to notify the Awardee and during the presentation of awards at the ceremony. Keep the description as short and clear as possible. Examples: "delivering meals weekly with the River City Meals on Wheels program" or "providing assistance to Medicare beneficiaries in Black Hawk County for 20 years"*
11. OPTIONAL: If desired, you may provide more details of the Awardee's Service (500 word limit). *These are used in briefing materials for our ceremony speakers and organizers.*
12. OPTIONAL: Type of Service (may select any/all that apply)
- Animal Welfare
  - Arts and Culture
  - Disaster Relief/Recovery (e.g. COVID, natural disasters)
  - Diversity, Equity, and Inclusion
  - Education
  - Environmental (e.g. cleanup, preservation/restoration)
  - Food Assistance
  - Health/Hospital
  - Housing
  - Mentoring
  - Senior Assistance
  - State Employees who volunteer
  - STEM (Science, Technology, Engineering, Mathematics)
  - Youth who volunteer
  - Other

13. Length of Service (*for Length of service nominations only, please list in increments of 5 years*)

## Nominator Information

14. Nominator First and Last Name
15. Nominator Phone Number
16. Nominator Email Address
17. Nominator Address, City, State, ZIP code
18. Nominator County
19. Nominating Organization

*Staff of state government agencies must list their agency's coordinator. A contact list is available on our website here: <https://volunteer.iowa.gov/media/455>*

20. State Agency (*State agency employees only*)
21. State Agency Coordinator (*State agency employees only*)
22. Cost Code (*State agency employees only*)

23. Attestation that the information submitted is true and accurate.