

**NAC Volunteer of the Year Award Nomination
2008**

Date Prepared _____

Name of Volunteer _____ **Male** ____ **Female** ____

KofC Member No Yes : Membership Number _____

Organization: Knights of Columbus

VA Facility _____
Name City/State

Nomination Submitted by _____ **Province** _____
Vice Supreme Master

Purpose: This form should be completed as part of the preparations for submitting a nomination for any volunteer who is being considered for the NAC Volunteer of the Year Award. This award recognizes volunteers who have given extraordinary service to our nation's veterans. Two award recipients (one male and one female) are selected each year by the Executive Committee of the VA Voluntary Service National Advisory Committee (NAC).

Nomination Procedure: The required format for nomination submissions is letter style, between 300-500 words. It is recommended that a completed copy of this form be attached to the nomination letter as a supporting document. Letters of support from the local Chief, Voluntary Services and/or Director, VAMC are allowed and highly encouraged to accompany each submission. All local nominations must be submitted to the District Master who will select one male and one female, forward them to the Vice Supreme Master, who will select the provincial winners and forward them to the Supreme Master. The Supreme Master will make the final selections and the winners will then be forwarded to the VAVS Executive Committee. Every Master should submit two nominations; one for male and one for female. Each name submitted should be on a separate nomination form and letter.

Deadline Dates:

- December 14 - Masters to submit district winners to Vice Supreme Master
- January 11 - VSM to submit provincial winners to the Supreme Master
- February 15 - Supreme Master to submit final winners to the VAVS Executive Committee

Criteria: Nominees for this award must participate in established VAVS assignments, serve as a regularly scheduled volunteer and meet at least **one** of the criteria listed below. To assist in development of the formal nomination letter, please circle below all that are applicable for the potential nominee and give a full description in the accompanying letter.

- a. Volunteer with hospitalized veterans
- b. Volunteer with veterans at outpatient clinics
- c. Volunteer with veterans in nursing homes
- d. Volunteer with homeless veterans
- e. Volunteer with veterans and veterans groups in the community
- f. Host veterans' functions outside the Lodge, Post, Chapter, e.g., Memorial Day, July 4th
- g. Veterans Day observances, etc., that qualify as a VAVS assignment
- h. Host veterans' functions outside the Lodge, Post, chapter, e.g., fishing trips, day at the races, sporting events, etc., that qualify as a VAVS assignment
- i. Visit veterans confined to their homes as a VAVS assignment
- j. Adopt-A-Veteran
- k. Miscellaneous: Other factors involving VAVS assignments the nominator believes are noteworthy

Be sure to include the following information in the nomination letter:

- Clearly distinguish between current and past volunteer activities
- All information contained on the Nomination Form
- Number of years as a volunteer
- Number of volunteer hours
- A detailed description of the type of volunteer service