



National Volunteer of the Year Awards Nomination Criteria

Purpose - The U.S. Army Corps of Engineers created this award to recognize the extraordinary service provided by volunteers, draw attention to their vast skills and contributions, and encourage an attitude of stewardship and responsibility in caring for Corps lands, facilities, and resources. The intent of the award is to distinguish those individuals, couples or family units who give their skills, talents, and time beyond the normal call of duty and whose creditable service to the Corps has resulted in the significant enhancement to one or more of the Corps business lines. The purpose is to identify volunteers who have exceeded expectations and set a higher bar of performance.

Eligibility - This award may be given to an individual, couple or family unit who has provided substantial support to operations in the recreation and/or environmental stewardship arena. Exemplary work performed may include such things as improving conditions for the resources, park facilities, operations, or visitors; addressing backlog maintenance items; developing community partnerships; or providing a positive, supportive work environment. The work performed can take place over multiple years, and at one or more projects. In addition to the general criteria outlined, the nomination must clearly identify how the nominee's work has fulfilled a project's needs, has had a positive impact in the USACE, and has made a lasting contribution.

Note: Outstanding organizations that volunteer for the Corps should be submitted for the Excellence in Partnership Award, not the National Volunteer of the Year Award. If your volunteer is part of or leads a partnership organization, your nomination package must focus on the work of the individual and not everything that the partnership accomplished as a group.

For consideration, all nominees must have performed some of their **qualifying volunteer work during the previous fiscal year**. Nominees, such as hosted workers who have received payment other than incidentals from another source for their work are not eligible for the awards. Corps employees who volunteer during their non-duty hours are also not eligible.

Nomination Criteria - Selections will be made based on 4 criteria areas:

- (1) Support and dedication to the Corps missions – The nominee(s) service has supported one or more of the Corps missions and raised public awareness of the Corps mission in the local community.
- 2) Accomplishments – The nominee(s) has exceeded program goals through their improvements and contributions in accomplishing management objectives.
- 3) Impacts to the project, resources and community – The nominee(s) addressed an identified need, provided unique or innovative service to accomplish work that would not have happened without the volunteer's service.

4) Collaboration and partnerships – The nominee(s) efforts built partnerships, boosted public interest, and increased community support and involvement.

A winner cannot receive this award multiple times. Submissions will be rated based on the narrative which supports the criteria and references/support documents.

Citation – The nomination package must include a citation of no more than 750 characters summarizing the achievements by the partner that may be read at the award ceremony.

Nomination and Selection Process – Each MSC can submit a total of three nominations to be considered for this national award. The nominations should include the following:

1. Completed nomination form
2. Narrative addressing the 4 award criteria (maximum of three pages on the fillable form)
3. Up to four additional pages of photographs or articles that showcase/demonstrate the nominee's efforts or accomplishments

In the event that a nominee has served at multiple MSCs and both MSCs would like to submit a nomination package for the same volunteer(s), the two (or more) MSCs can combine efforts and submit one multi-MSc nomination package.

Nomination materials must be received by 01 December 2023 and should be submitted electronically **by the MSC Rec/ES business line managers** to Francis Ferrell, at francis.e.ferrell@usace.army.mil. MSCs will ensure all necessary nomination materials are complete and forward their top three regional selections.

The Partnership Advisory Committee will review the nominations and provide recommendations to the Chief, Natural Resources Management HQUSACE. The winner will receive a plaque and volunteer coin provided by the Corps Foundation, which will be presented by their Division or District Commander or other delegated representative.



**U.S. Army Corps of Engineers
National Volunteer of the Year Award
2023 Nomination Application**

PART I: NOMINATION INFORMATION

A. Name of Nominated Individual, Couple or Family Unit:

*Name to be inscribed on award or certificate:

B. Nominee Contact Information:

Street Address:

City, State, Zip:

Phone:

Email:

C. Nomination Submitted by:

Corps POC Name:

Corps Lake/Project Name:

Address:

Phone:

Email:

Relationship to Nominee:

PART II: VOLUNTEER PROJECT/ACTIVITY INFORMATION

A. Site location(s) where volunteer work was performed:

Corps Lake/Project Name(s):

Address:

City, State, Zip:

Phone Number:

District:

Division:

B. Is the project or volunteer activity ongoing? _____ Yes _____ No

If no, how long did event/ project/activity last? _____ Days _____ Months _____ Years

Did some of the activity occur between October 1, 2022 and September 30, 2023?

Yes No

*If no, the volunteer or group does not qualify for an award this year.

Was the volunteer activity entered in the FY 23 CWBI-OPS Volunteer update?

Yes No

C. Type of Volunteer Activity

Please select primary event/project/activity purpose. Select any that apply.

- Habitat Restoration
- Soil/ Water Conservation
- Education/ Interpretation/ Outreach
- Research/ Monitoring/ Studies
- Construction
- Species Management
- Historic/ Cultural Restoration Improvement
- Clean-Up/ Maintenance
- Host/ Site Steward/ Visitor Center
- Administration
- Other- Please specify

D. Volunteer Information

Total number of volunteers in the family unit:

Total volunteer hours in FY 2023:

Total volunteer time at the project (hours and months/years):

PART III: VOLUNTEER PROJECT/ACTIVITY NARRATIVE

The nominee(s) will be evaluated on the following criteria: Mission; Accomplishments; Impact; and Collaboration. Each criterion must be addressed in the narrative.

1. Support and Dedication to the Corps Missions. Describe how the nominee's service supported one or more of the Corps missions (Recreation, Environmental Stewardship, Hydropower, FRM, Navigation). When doing so, list the mission being addressed and how they have supported specifically. Describe how their service raised public awareness of the Corps missions in the local community.

2. Accomplishments. Summarize what the volunteer did. Include major goals and their resulting accomplishments, improvements and contributions in accomplishing management objectives. Describe any challenges the nominee faced and overcame. Quantify whenever possible (i.e. number of miles groomed, bags/lbs. of trash collected, etc.). Include specific examples of ways the volunteer exceeded regular job duties.

3. Volunteer Impact. Summarize the impact and benefits of the nominee's service on the lake/river project site, natural resources and/or community. How did the nominee address a real, identified need? Describe any unique or innovative service or creative solutions and programs provided by the nominee. Quantify the impact whenever possible. Include work items that could not have been accomplished without the volunteer's service. Explain specifically why this volunteer's service exceeds expectations.

4. Collaboration and Partnerships. Briefly describe the collaborative or partnership efforts associated with the nominee's project/activities. Please indicate any funding sources and/ or in-kind donations received from this nominee's project/activities. Describe how the nominee's efforts have built partnerships, boosted public interest, or increased other community involvement.

Citation. Provide a summary of achievements/proposed citation that may be read at the award ceremony.