

BLCA Volunteer Recognition Guidelines

Volunteer Recognition

Birchwood couldn't function without our volunteers. These members support our work in a variety of ways -- with their own time, expertise, and resources. It has been suggested that Community Affairs develop and oversee a program that will recognize these volunteers.

An award, chosen by the Community Affairs Committee, will be presented to one deserving volunteer every year at the Annual Membership Meeting.

Procedure

- The Membership will be notified of the Volunteer Recognition Program through The Birchwood Voice and the BLCA Website.
- Nomination Forms will be made available on the BLCA Website and at the Office.
- Nominations will be accepted at the BLCA Office from September 1st thru the last Friday in June the following year. At the July Regular Board Meeting the Board of Directors will review all the nominations and by majority vote will select one award recipient.
- The award, to be determined by the Community Affairs Committee, will be ordered. If it is to be engraved, standard wording should be provided, e.g. BLCA Volunteer of the Year 20XX and NAME of Recipient.
- A congratulations letter will be sent to the chosen award recipient, notifying them they will be presented with an award at the upcoming Annual Membership Meeting.
- Award to be presented to the Recipient by the President of the Board of Directors

Nomination Guidelines

- Self-nominations will not be accepted.
- A nominee must be a Member in Good Standing and eligible to participate on committees.
- Only Members in Good Standing can submit a nomination.
- A nominee must have participated on one or more committees for a minimum of one year.
- The achievements, accomplishments or service on which nominations are based must have been performed on a volunteer basis, without pay.
- The achievements, accomplishments or service on which the nominations are based represents the person who best epitomizes the selfless dedication and commitment to community service that helps to make BLCA a great place to live.
- There is no entry fee for nominations; however, a separate nomination form must accompany each entry.
- The BLCA Volunteer Recognition Awards recognize the achievements of individuals during the fiscal year or for lifetime achievement.
- The deadline for submission of nominations will be the last Friday in June by 4:30pm at the BLCA Office.
- Incomplete or unsigned nomination forms will not be considered eligible for review.
- Entries, photos and any documentation will not be returned.

What are the selection criteria for the annual volunteer award and who will decide the award recipient?

The Board of Directors will decide the winner of an Annual Volunteer Recognition Award. It will be based on the following criteria:

1. How has the work of the nominee improved the community or enhanced the lives of its residents?
2. Does the nominee's work support that person who best represents the values BLCA seeks in a volunteer?
3. How has the nominee's work impacted other volunteers or inspired others to volunteer?
4. What is inspiring, courageous, unusual or innovative about the nominee's achievement?