

## **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**

- o The Membership will be notified of the Volunteer Recognition Program through The Birchwood Voice and the BLCA Website.
- o Nomination Forms will be made available on the BLCA Website and at the Office.
- o Nominations will be accepted at the BLCA Office from September 1<sup>st</sup> 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.
- o 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.
- o 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.
- o 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.
- Only Members in Good Standing can submit a nomination.
- A nominee must have participated on one or more committees or community activities.
- 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?

**Motion to approve the BLCA Volunteer Recognition Guidelines and Nomination Form made at the July 17, 2012 Regular Board Meeting. Motion made by Director Bennett, seconded by Director Martin. All in Favor. Motion Passed.**

Birchwood Lakes Community Association, Inc.

Volunteer Recognition Award Nomination Form

Birchwood Lakes Community Association, Inc. relies on its volunteers to help us meet our mission and our goals. These volunteers work each year on setting budgets, reviewing and, when necessary, making recommendations to change our By-Laws and Rules and Regulations, reviewing community safety, maintaining a recreation program, beautification, communications, and so on. Our volunteers provide their time, dedication, skills and knowledge, sometimes serving on several committees at a time and over many years.

The BLCA Volunteer Recognition Program has been developed so that we can recognize and honor our volunteers. Each year one volunteer will be chosen for our Volunteer of the Year Award which will be presented at the Annual Meeting in August.

Nominations will be accepted at the BLCA Office from September 1<sup>st</sup> thru the last Friday in June the following year. (Refer to the attached Volunteer Recognition Guidelines before completing the form below.)

- 1. **NAME of individual being nominated:** \_\_\_\_\_
- 2. **NAME** of nominator: (include your name, phone number and e-mail address)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS AWARD IS DESERVED BECAUSE... (Please provide as much information as possible. If this form does not contain sufficient space, please attach one additional sheet of paper to explain why this nominee should be selected for an award.)**

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