



# Camp Pendleton 2024 Volunteer of the Year Nomination Form

\*\*\*\*\*Please Review Guidelines before Submitting\*\*\*\*\*

**Deadline for Submitting Nominations is 9 Feb 2024**

## Organization and Nominator Information

Organization's/Unit's Name: \_\_\_\_\_

Nominator's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Nominator's Position: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee Category (select only one)

- |   |   |
|---|---|
| <input type="checkbox"/> Military Volunteer         | <input type="checkbox"/> Medium Civilian Team |
| <input type="checkbox"/> Family Readiness Volunteer | <input type="checkbox"/> Large Civilian Team  |
| <input type="checkbox"/> Civilian Volunteer         | <input type="checkbox"/> Small Unit           |
| <input type="checkbox"/> Youth Volunteer            | <input type="checkbox"/> Medium Unit          |
| <input type="checkbox"/> Small Civilian Team        | <input type="checkbox"/> Large Unit           |

**\*\*\* Please Inform Your Volunteer Before Submitting \*\*\***

## Nominee Information

Name of Volunteer, Unit, or Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Volunteer's Position: \_\_\_\_\_

Number of Years Volunteering: \_\_\_\_\_ Hours Accumulated in 2023: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# Nomination Instructions

The following contains the guidelines for nominating individuals, units or organizations for volunteer service performed between 1 Jan 2023 – 31 Dec 2023.

## Categories

Military Volunteer-This award is for any Active Duty volunteer or Active Reservist.

Family Readiness Volunteer- This award is for any Appointed Unit Family Readiness Volunteer. Active Duty volunteer will need to submit their nomination under the Military Volunteer of the Year category.

Civilian Volunteer-This award is for any non-Active Duty adult volunteer, including spouses, retirees, veterans, or civilians.

Youth Volunteer-This award is for any volunteer under the age of 18, or still in high school.

Small Civilian Team (3-29 Members)- This award is for small groups of volunteers. The group may include a combination of Active Duty and civilian volunteers.

*\* Please note that if the volunteer team is strictly Active Duty and from the same unit you will need to use the Small, Medium, or Large Unit Volunteer of the Year category.*

Medium Civilian Team (30-59 Members)- This award is for medium groups of volunteers. The group may include any combination of Active Duty and civilian volunteers.

*\* Please note that if the volunteer team is strictly Active Duty and from the same unit you will need to use the Small, Medium, or Large Unit Volunteer of the Year category.*

Large Civilian Team (60+ Members)- This award is for large groups of volunteers. The group may include any combination of Active Duty and civilian volunteers.

*\* Please note that if the volunteer team is strictly Active Duty and from the same unit you will need to use the Small, Medium, or Large Unit Volunteer of the Year category.*

Small Unit (5-299 Service Members)- This award is for Active Duty or Reserve Units.

Medium Unit (300-599 Service Members)- This award is for Active Duty or Reserve Units.

Large Unit (600+ Service Members)- This award is for Active Duty or Reserve Units.

## **Nominator Qualifications**

Nominator must be a Service Organization Representative, Deployment Readiness Coordinator/Uniformed Readiness Coordinator, Officer or SNCO.

*\* It is highly recommended that individuals within Chains of Command review nominations for all awards prior to submission.*

## **Volunteer of the Year Selection Process**

All nominations are reviewed by a committee of volunteers with one representative from each of the following areas: Field Grade Officer, Staff NCO, NCO, Marine & Family Programs Staff Member, Military Spouse, and Volunteer. The Installation Volunteer Coordinator does NOT participate in the selection process.

Volunteer of the Year nominations for Military, Family Readiness, Civilian, and Youth are reviewed and assessed based on the following criteria:

- \*Total number of volunteer hours served throughout 2023
- \*Types of activities & the role they served
- \*Impact their service had in the community

Volunteer of the Year nominations for Civilian and Unit Teams are reviewed and assessed based on the following criteria:

- \*Total Number of volunteer hours the Team/Unit served throughout 2023
- \*Types of activities in which the Team/Unit participated in
- \*Impact their service had in the community

## **How to Submit Your Nomination**

- Do not fax, scan, or hand deliver nominations. All nominations can be submitted as a Word, Apple, or Google document. Email nominations directly to the Installation Volunteer Coordinator at [CPenVolunteer@usmc-mccs.org](mailto:CPenVolunteer@usmc-mccs.org)
- Items Needed to be submitted:
  - Volunteer of the Year Nomination Form.
  - Write-Up: Limit your write-up to one page. Do not hand-write.
    - Include why the volunteer, Team, or Unit deserves to be the Volunteer of the Year. Provide examples of volunteer service and the impact it had in the community, and the total volunteer service hours. You may also include volunteer service done with other units or organizations.



**A Guide to Writing a Nomination is available. Email [CPenVolunteer@usmc-mccs.org](mailto:CPenVolunteer@usmc-mccs.org) to request your copy.**

**Deadline for Submission**

All nominations are due to the Installation Volunteer Program Office no later than close of business on **9 February 2024**. Nominations must be submitted via email to

[CPenVolunteer@usmc-mccs.org](mailto:CPenVolunteer@usmc-mccs.org)

For more information or clarification on the nomination form or nomination process, please contact the Installation Volunteer Coordinator.

Miguel Juarez

[CPenVolunteer@usmc-mccs.org](mailto:CPenVolunteer@usmc-mccs.org)