

30th Annual Volunteer Recognition Banquet Nomination Form

Nominating Organization _____

Nominee _____ Nominee Phone # _____

Nominee Address _____

Please provide *specific* information about your nominee relating to his/her service to your organization and any other information you consider relevant. *Consult your nominee for additional volunteer activities if necessary.* This information is important to determine the recipients of the special volunteer awards, such as the Claire Reck Award. Additional information on completing and submitting the form is provided on the reverse of this document. If you prefer to send the information by email, send to: manchestercrc@sbcglobal.net

Years of service to your organization _____

Position(s) held within your organization _____

Name three (3) reasons for this person's nomination. Use additional paper if necessary.

1. _____

2. _____

3. _____

Describe other contributions to the community or volunteer involvement by your nominee

Please list any prior recognition awards your nominee has received _____

Organization Contact Person/Title: _____

Contact Information: Phone # _____ Email _____

Return this form by **Friday, October 6, 2017** to:

Volunteer Recognition Nomination
Community Resource Center
PO Box 433
410 City Road
Manchester, MI 48158

Frequently Asked Questions about the Nomination Form

1. **Can my organization nominate more than one person?** Yes you can. You may have a couple or small group of persons who have acted together to accomplish great things.
2. **Can my organization nominate a person who has been recognized in the past?** Yes, you can, although it is always good to acknowledge new people who contribute to the success of your organization. "Super" volunteers can be recognized many times over and may qualify for a special award (see #3).
3. **Why does the CRC care about the nominee's past volunteer experiences?** Several volunteers are recognized with special awards each year for their volunteerism in your and other organizations. The recipients of the awards are selected from the information you provide by a panel of non-partial persons. Please consult your nominee about his/her other volunteer activities both past and present. Categories for Special Awards are:
 - Claire Reck Award
 - Star Award
 - Service To Youth Award
 - Commitment to Community Award
4. **What types of persons should be nominated?** This is entirely up to your organization, however, nominees generally make significant contributions to your organization and, in turn, the community. They start new programs; they go the extra mile to make your organization successful, they work hard to make Manchester a wonderful place to live.
5. **Why should my organization nominate anyone?** The CRC hopes you agree that our community is recognized for its giving nature. It is volunteers who make this possible. Saying "thank you" through the CRC Volunteer Recognition Banquet is an important way your organization, and our community, can show our appreciation for such efforts. **It is important to remember that your organization is recognizing your nominee, not the CRC. The CRC merely provides the vehicle to bring attention to your nominee and your organization.**

Submitting Your Nomination and Reserving Your Place It's as Easy as ABC and D

- A. Complete the nomination form. Additional copies may be printed from the CRC Web site, www.manchestercrc.org
- B. Complete the dinner selection for your nominee and the person(s) who will be accompanying he/she to the event*
- C. Enclose a check for the persons attending (the nominee is paid for by their organization)
- D. Mail or deliver to:
Community Resource Center, 410 City Rd, PO Box 433, Manchester, MI 48158

*There are no tickets for this event, name tags or place cards will be handed out at the door and will indicate the attendee's dinner selection.

Please call the CRC with any questions 734-428-7722