

# 2023 FORT BLISS VOLUNTEER OF THE YEAR NOMINATION FORM

## **Instructions**

The Fort Bliss Volunteer Week Recognition is to recognize Soldiers, Family members, civilians and youth volunteers who demonstrate a commitment to volunteerism and who are actively engaged in service.

All volunteers chosen to be recognized will receive a certificate and commemorative award at the ceremony.

## **Eligibility**

- Registered volunteers with Fort Bliss Army Volunteer office. (Active volunteers in the Volunteer Management Information System with volunteer hours found at <https://vmis.armyfamilywebportal.com/>)
- Volunteers registered with installation private volunteer organizations i.e. American Red Cross and USO.
- Soldiers volunteering in a Partners In Education School.

## **Selection Criteria**

This nomination form is designed to provide the judging panel with important information about the nominee. Please be as thorough as possible about the volunteer's work.

## **The following criteria will be considered by the selection panel:**

- Scope of the work undertaken and outcome of volunteer achievement
- Initiative and innovation demonstrated by the volunteer
- Impact and benefit the individual has made during their volunteering in the Fort Bliss/El Paso community
- Any obstacles which the nominee may have had to overcome to achieve the outcomes of the work

## **Fort Bliss Volunteer of the Year**

This prestigious award is to recognize one **(1)** outstanding volunteer per brigade or volunteer organization (e.g. 11<sup>th</sup> Brigade, 3rd Brigade Combat Team, or Army Community Service). Volunteers must have made an overall substantial contribution to the mission of the brigade, separate battalion or volunteer agency. Note: An example of Volunteer of the Year includes a Soldier and Family Readiness Group Leader, Care Team Member, Vacation Bible School Teacher, Youth Coach, and an American Red Cross Information Desk Volunteer. Volunteer of the Year is *not* to recognize a Soldier who is a "Soldier and Family Readiness Liaison" or someone who is paid to complete the task.

Nominations must be turned in with signature of the Brigade/Special Battalion/ Agency Directors Signature

NOMINATION DEADLINE: 03 March 2023

Fort Bliss Army Volunteer Corps

Family Resiliency Center

Bldg. 250 Club RD

915-569-5500

[fortblissvolunteer@yahoo.com](mailto:fortblissvolunteer@yahoo.com)

### **Nomination Form Instructions**

- Assume nothing is known about the nominee or organization. Be as thorough but concise as possible. Include all volunteer activities of which you are aware, including organizations other than your own.
- Receipt of the nomination form will be acknowledged by the Fort Bliss Army Volunteer Corps office.
- **Nominations must be submitted to the Army Volunteer Corps office, Bldg. 250 Club Rd or [fortblissvolunteer@yahoo.com](mailto:fortblissvolunteer@yahoo.com) by 03 MARCH 2023.**
- **Volunteer Management Information System (VMIS) requirement has been waived.**
- **NOTE: PROVIDE A JPEG (640x480) PHOTO OF YOUR VOLUNTEER NOMINEE.**

### **Nomination Writing Hints**

- **Activity** – Describe outstanding volunteer service (s). Explain how the results were accomplished and # of hours.
- **Initiative** – Describe any of the nominee's initiatives, such as starting a new activity or program, using innovative methods to solve problems, organizing an event, promoting collaboration with other units/organizations or any other activities.
- **Impact** – Describe the difference the nominee's service made for the unit, Family Members, clients, agency and the community. Who was positively affected and how? Who values the work of the nominee and why?
- **Team Player**- Describe any of the nominee's activities that required a team effort.
- **Leadership** – Describe any of the nominee's activities where the nominee exemplified leadership ability.
- **Reflection** – Offer your personal comments here – anything you wish to share

## NOMINATION FORM A

### *Recognize your volunteers!*

**Fort Bliss Agency Volunteer of the Year:** This prestigious award is to **recognize ONE outstanding volunteer per brigade or volunteer organization.** (i.e. 11<sup>th</sup> Brigade, 4-1 Brigade Combat Team, or Army Community Service (ACS). Volunteers must have made an overall substantial contribution to mission of the brigade, separate battalion or volunteer agency.

**Volunteers will be recognized at the Fort Bliss Volunteer Awards Ceremony Friday, 21 April 2023 at 1330 hours at the Centennial Club, 11199 Sergeant E. Churchill St.**

#### **A. Nominee Information (please print):**

Name: \_\_\_\_\_  
Rank (If applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### **B. Brigade CDRS or above or Volunteer Organization President/Director**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Signature: \_\_\_\_\_



# **VOLUNTEER CONTRIBUTION EXAMPLE**

## **Sue Smith**

**Mrs. Sue Smith is a Family Readiness Group (FRG) Leader that has volunteered over 300 hours supporting the 3/43 FRG. As the FRG Leader she has compassionately and selflessly dedicated herself to serving the troops during its' extended combat deployment gathering and disseminating information, answering family members' questions, and planning and executing FRG meetings. Mrs. Smith has also been instrumental in organizing many moral uplifting events such as the 3/43 Fall Harvest Festival with over 200 in attendance and the Single Soldier Holiday Extravaganza. Under her leadership, the FRG now has 75 active members. This success can be attributed to her kindness, sincerity, and devotion to Soldiers and Family Members. In addition to volunteering with the FRG, Mrs. Smith is a dedicated volunteer with Army Community Service where she is an Army Family Team Building instructor.**

## Sample Procedures for Brigade or above / Volunteer Agency Volunteer of the Year

Volunteer nomination given to the Unit CMDR.  
***Two nominations turned into the unit.***



Unit turns in all volunteer nomination packets to the battalion.  
***Six nominations turned into the battalion.***



Battalion turns in all volunteer nomination packets to the brigade.  
***Twelve nominations turned into the brigade.***



*The Brigade Judging Panel will choose the Brigade Volunteer of the Year in a  
**BLIND SIGHT PANEL.***

**NOTE:** A Blind Sight Panel is a type of judging that consist of excluding the name  
and other identifying information of the person being nominated.  
The Brigade Judging Panel should consist of an Officer, Soldier, Family Member  
or any other nonpartisan representative.

### EXAMPLE OF JUDGING PANEL QUESTIONS

Please score volunteer nominee on a scale of 1-10 (10 being the highest) based on their  
activities and contributions.

Enclosure 02 (Fort Bliss Army Volunteer of the Year Nomination Form) TO OPORD  
23XXX (2023 FORT BLISS VOLUNTEER WEEK)

QUESTIONS	#1	#2	#3	#4
Did volunteer contributions significantly make a major impact to the unit, volunteer organization/agency?				
Did volunteer contributions impact the Fort Bliss/El Paso Community?				
Did volunteer show initiative in starting a new project, organizing an event etc. etc.?				
Did volunteer exemplify great team spirit?				
Did volunteer show leadership ability?				

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# **FORT BLISS NOMINATION CHECKLIST**

- Review Entire Packet
- Complete Nomination Form A
- Complete Nomination Form B
- Signature of Command Rep. (i.e. JTFN or 32<sup>nd</sup> AAMDC, BDE CDR, or Private Volunteer Agency President or Executive Director)