



Guidelines and Procedures For Volunteer of the Year Award

(Jun 12, 2006)

Awards Committee:

1. Membership: The members of the Awards Committee will be the Chair, appointed by the Chair of Great Outdoors, the Board Representative of each chapter, and the three elected Board members (Chair, Financial Officer, and Secretary). .
2. Voting Procedure:
 - A. Six weeks prior to the last Board of Directors Meeting before the commencement of the Annual Conference, the Awards Committee chair shall send to the Board Representative and President of each Core Group the evaluation criteria and nomination form for the award to be voted on. The deadline for submission of nominations shall be the beginning of the last Board of Directors Meeting prior to the Annual Conference. However, the materials sent to the Core Groups shall urge the Core Groups to return their nomination forms at least one week prior to the meeting so that they may be photocopied for all members of the awards committee.
 - B.
 - 1) At the conclusion of the Board of Directors meeting, the Awards Committee members shall convene . The Awards Committee shall review the nomination forms for each award to be presented and discuss the nominees. When the Committee members feel that they are ready to vote, the voting will take place.
 - 2) The voting will be conducted as follows: Each Award Committee member shall vote for their choice by secret ballot. The ballots will be given to the Committee Chair, who will tally the ballots. If no nominee receives a simple majority vote, the Committee Chair will ask the members if they wish to take another vote. The second vote shall be taken using the names of the two highest vote getters. If this process does not result in a winner, the Committee will be asked if they wish to vote again, until they either decide on a winner or decide not to give an award.
 - 3) The votes shall be by secret ballot, and the Committee Chair and GO Board Chair shall be the only persons knowing the outcome of the vote. The ballots shall be kept in a sealed envelope signed by the members of the Committee. Once a winner is determined, the Committee Chair will make any arrangements for engravings, etc. by dealing directly with the engraver or other party. Immediately prior to presenting the award at the Annual Conference, the Committee shall reconvene and the Committee Chair will open the signed, sealed envelope in the presence of the Committee Members and show them the ballots to ensure that the awardee is actually the person who the committee voted on.

3. Committee Guidelines: The Committee shall review activities from September 1 to August 31 annually. The Committee shall operate in a fair and impartial manner. It is not mandatory to give an award each year. Only one person shall be given an award, i.e., there shall be no ties. A person may receive each award only once. The Committee Chair will convene the meeting, distribute the nominations to the members, tally the votes, and facilitate the meeting.

4. Award:

Volunteer of the Year Award

Criteria: Current or prior member of Great Outdoors. Adheres to the GO Code of Conduct and exhibits good character. Has volunteered at the local chapter level, board level, or both. Donated significant time to the club over the past year. Outdoors Experience training desired but not required for this award.

5. Nominations-. A member of Great Outdoors who meets the criteria for an award may be nominated by any Core Group, the Board of Directors, or any member of Great Outdoors in Good Standing. Nominations are encouraged to be made on the nomination forms to be supplied to the Core Groups, but use of the forms is not required.

6. Recognition: The winner of this award shall be given a plaque at the Annual Conference. The size and cost of the plaques will be determined by the Board of Directors.



Volunteer of the Year Award Nomination Form

Nominee's Name _____ Date _____

Information about Nominee:

A). Is nominee a current member? **Yes No** What Chapter? _____ How many years? _____

B). If answer to question A is "No", is nominee a past member of GO? **Yes No** What Chapter? _____

C). What Volunteer roles has (s)he participated in? _____

D). Brief explanation of why you feel the nominee should receive this award? _____

Criteria: Current or prior member of Great Outdoors. Adheres to the GO Code of Conduct and exhibits good character. Has volunteered at the local chapter level, board level, or both. Donated significant time to the club over the past year. Outdoors Experience training desired but not required for this award.

Your Name _____ Chapter _____

Are you a member? **Yes No**