



VOLUNTEER MEMPHIS

How to Write a Winning Nomination For the Spirit of Giving Awards

Why should you do this?

- Recognize your volunteers
- Promote your programs in front of corporations such as Autozone, FedEx, Comcast, International Paper, etc.
- Promote awareness of your programs
- Get buy-in from your own agency!

What are the judges looking for in a winning nomination?

- **Personality** – Give your writing some life! Make them see your nominee and feel the impact of their work.
- **Perseverance**-Make sure you show that this volunteer has gone above and beyond and show what obstacles the nominee has overcome. Judges weigh heavily on those volunteers that overcome obstacles.
- **Big Picture Impacts and Successes** – Show the judges how this volunteer has changed your organization or the lives of your clients. Show how this is mission-driven volunteering
- **Presentation** – Make this nomination *easy to read*. Where available, use *bullet points*. Write in *complete sentences*. Bold face, underline, etc. for emphasis.

A Few Rules:

1. You can submit a scanned page with newspaper articles, pictures, etc with your nomination. We encourage you to do this to put a face with your nomination! We **will not** accept mailed or faxed pages.
2. Make sure you email this! Do not mail or fax it this year!
3. The nomination form must be emailed to Kevin Dean at kdean@volunteermemphis.org by **3:00pm** on **March 21st** to be considered for judging.
4. Be sure to invite your nominee to the awards luncheon and let them know you have nominated them!