***The Phyllis Simko Volunteer of the Year - Nomination Form***

***Please print clearly, using blue or black ink. Attach additional sheets if necessary.***

**Nominee Information**

First Name Last Name

Address

City State ZIP

Home Phone Other Phone

E-mail address

**When answering the following questions, please use pertinent facts, dates and cities or towns served. Suggestions: Amount of hours worked, Funds raised, People served, Programs initiated, etc.**

Region nominating the volunteer: North Central South

Give a detailed description of the service for which the volunteer is being recognized:

How has this service impacted the Indiana Chapter of the Lupus Foundation?

**Nominee Name**

How has this volunteer gone above the expectations of the position?

List an example of sound decision making by the volunteer.

Additional comments to support this nomination.

**Volunteer is being nominated by:**

First Name Last Name

Address

City State ZIP

Phone E-mail address

**Letters of recommendation included from:** Names: 1)

2) 3)

**Mail this form with three letters of recommendation to:** LFA, Indiana Chapter, 9302 N Meridian St. Suite 203, Indianapolis, IN 46260. Packet must be postmarked by November 10, 2013 for the 2013 award.

***Tips for writing a Letter of Endorsement***

The following are tips to help write a good letter of endorsement. Share this information with anyone writing a letter to support a nominee for The Phyllis Simko Volunteer of the Year Award.

 Endorsement letter should not exceed 2 pages in length.

 Endorsement letters support the nomination.

 Be accurate and share what the volunteer has done.

 Include details on specific service the volunteer has performed.

Description of action that went above expectations

 Explain how this service has exceeded expectations.

Additional details of actions

 Remember to review the letter and make sure the service meets the

criteria for the award.

* The opening paragraph should introduce the volunteer being nominated and why.

Results of work

* The body of the letter should go into more detail and provide results from the service that

 was above expectations for the position.