***The Phyllis Simko Volunteer of the Year - Guidelines***

The Phyllis Simko Volunteer of the Year award recognizes a volunteer whose commitment and spirit of giving have furthered the mission of the Indiana Chapter of the Lupus Foundation. This volunteer has provided service to the organization that has positively impacted Lupus patients, outreach initiatives or the organization as a whole.

**Criteria for nomination:**

□ The volunteer must have been involved with the Lupus Foundation for a minimum of one year.

□ The volunteer has provided services that go beyond normal expectations of the position.

**Procedure for nomination:**

□ An individual or group familiar with the volunteer’s service to the Lupus Foundation submits a completed nomination form to the Board of Directors Volunteer Recognition Committee.

□ Form must be accompanied by a minimum of ***three*** letters of endorsement, not including the nominator. Letters can be from individuals, family members or employers who can document the volunteer’s service to the organization.

□ The nomination must quantify and outline the scope and impact on the organization.

□ Keeping a copy, the nominator mails the nomination form and letters of recommendation **together in one packet** to the Lupus Foundation, Indiana Chapter.

□ Nomination packets must be **postmarked by November 10, 2013**.

□ The Volunteer Recognition committee will notify the nominator when the award is either approved or denied.

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| **Nominator Checklist**  □ Completed nomination form with accurate volunteer information  □ Three completed letters of recommendation  □ Packet postmarked by November 10, 2013 and mailed to the Indiana Lupus Foundation |

***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.

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| **Volunteer Recognition Committee:**  □ Nominee meets basic criteria  □ Documentation supports service beyond normal expectations  □ Nominee approved for the Phyllis Simko Volunteer of the Year Award  □ Nominee denied  □ Letter sent to nominator. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature, Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***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

Results of work

Additional details of actions

 Explain how this service has exceeded expectations.

 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.

The body of the letter should go into more detail and provide results from the service that was above expectations for the position.