



Community and Senior Services Commission

Community and Recreation Services Volunteer of the Year Nomination Form

Volunteer of the Year Awards

- The **Community Services Volunteer of the Year Award** is given to recognize persons working with lower income persons, the elderly, or persons with disabilities.
- The **Recreation Services Volunteer of the Year Award** is given to persons volunteering in youth recreation services in our community.

Nomination Criteria and Guidelines

- Nominees must have demonstrated a high level of dedication and commitment in regard to serving the community of West Covina. Commitment is usually measured by the amount of time and energy that is devoted to a particular program or activity on an on-going basis. It can be described as 'going beyond the line of duty.'
- The service performed by the individual shall be voluntary, i.e., without financial compensation or legal obligation, and done of the individual's free will. Service associated with, but distinct from the aforementioned limitations may be considered appropriate for recognition. In this case, it shall be the responsibility of the individual making the nomination to demonstrate a distinction.
- An individual cannot receive an award more than once. (Or in a five-year period for the same award)
- Employees, elected, or appointed representatives of the City cannot be nominated.
- The service performed shall have a significant impact in the community of West Covina, with strong support provided by the individual making the nomination.
- The service, in whole or in part (if the duration is long-term), performed shall have occurred during the year for which the individual is being recognized.
- The award is not limited to West Covina residents.
- Anyone may submit a nomination for consideration by the Commission.
- The Community and Senior Services Commission will determine the Community Services and Recreation Services Volunteers of the Year.

Nomination Form on Reverse

In order for the nomination to be considered, it must be received by **Tuesday, May 1, 2018 at 12:00 p.m.**

Mail or e-mail to: City of West Covina
Community Services Department - Volunteer of the Year
1444 W. Garvey Avenue, South, West Covina, CA 91790
Phone: (626) 939-8858 or e-mail: Djohnston@westcovina.org



Community and Senior Services Commission

Community and Recreation Services Volunteer of the Year Nomination Form

Please Specify the Award: “Community Services” or “Recreation Services”

Volunteer of the Year Award: _____

Nominee Information

Name: _____

Address: _____

Phone: _____

Sponsor Information

Name: _____

Address: _____

Phone: _____

Please indicate that the nominee meets the qualifying criteria:

- The nominee has demonstrated a high level of dedication and commitment in regard to serving the community.
- The nominee performed the service on a voluntary basis.
- The nominee is not a past recipient of this award.
- The nominee is not an employee, elected, or appointed representative of the City.
- The service was performed during the year for which the nominee is to be recognized.

Please describe what service the nominee performed for the betterment of the community. Please attach additional pages if necessary:

Nomination Criteria and Guidelines on Reverse

In order for the nomination to be considered, it must be received by Tuesday, May 1, 2018 at 12:00 p.m.

**Mail or e-mail to: City of West Covina
 Community Services Department - Volunteer of the Year
 1444 W. Garvey Avenue, South, West Covina, CA 91790
 Phone: (626) 939-8858 or e-mail: Djohnston@westcovina.org**