



**PTA LOCAL UNIT
VOLUNTEER OF THE YEAR
NOMINATION FORM**

Dear Administrators, Teachers, Staff and Parents:

It is time to select our school's Volunteer of the Year. If you know someone who has made a significant contribution to our school through their volunteer efforts, please fill out the information below and return to the PTA mailbox or other area as designated by the PTA or school administration. Please keep in mind that pairs and couples will not be considered for Volunteer of the Year awards at the district or state level.

Our selection will be made based on the following criteria:

- Significant contributions (not necessarily the person with the most hours)
- Impact of service to the school
- Adherence to Volunteer Code of Ethics (dependability, respect for authority, confidentiality, impartiality, objectivity, and/or appearance)

Optional: Describe extenuating personal circumstances/obstacles the volunteer overcame in order to meet their volunteer obligations.

Thank you for your nomination.

Volunteer's Name: _____

Nominated by: _____

What significant contribution has this volunteer made? _____

What impact has this service contribution made to the school?

Please give an example of this volunteer's ability to adhere to the Code of Ethics:

Additional Comments: _____



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E



PTA CITYWIDE VOLUNTEER OF THE YEAR NOMINATION PACKET

(Only one nominee per school)

Due date: **March 16, 2012**

_____ PTA's nominee for the citywide

(School Name)

Volunteer of the Year award is:

NAME _____

PRONUNCIATION (if not obvious) _____

HOME/SCHOOL ADDRESS _____

HOME PHONE _____ **WORK PHONE** _____

Number of children: _____

Number of children in Virginia Beach City Public Schools: _____

School(s) child(ren) attend(s): _____

PTA Member: Yes _____ No _____

** Council PTA will pay for city winners to be PTA members

Type of service/contributions the volunteer provides to the school – please attach nomination forms or letters to further describe contributions. _____

Number of days/hours volunteers per week: _____

Number of years volunteered at this school: _____

Names of schools where other volunteer hours are given: _____

Does nominee volunteer elsewhere in the community? Yes _____ No _____

If so, where? _____

Is volunteer employed? Yes _____ No _____ If yes, where? _____

Present positions held in PTA, if any: _____

Past positions held in PTA, if any: _____

Nomination Packet (continued)
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Please submit documentation for the questions below. Include any additional information to aid in the evaluation of this candidate, such as skill or expertise of the service donated, or special services that recognize the "extra steps" the volunteer contributed. All candidates will be judged equally.

Excerpts from comments received will be used in the script to recognize the volunteer at the Volunteer of the Year reception, while his/her picture is shown on a screen.

Our Volunteer of the Year _____ is outstanding because:
(Name)

1. His/her significant contribution(s)?
2. How did his/her service positively impact the school?
3. How has his/her adherence to the Code of Ethics been best demonstrated?
4. Optional: Describe the extenuating personal circumstances/obstacles the volunteer overcame in order to meet their volunteer obligations.
5. Letters of recommendation from:
 - a. teacher(s) for whom the volunteer works;
 - b. principal and/or assistant principal of the school;
 - c. PTA President and/or volunteer coordinator.

Please clearly identify the writer's position and/or relationship to the nominee.

6. Include any additional supporting documentation.

School

PTA President Signature

Principal

Principal Signature

Thank you for returning the following by Friday, March 16, 2012:

- **Nomination packet** - Pony the original packet *and* TWO copies of completed packet to: Shelly Jones, VB Council PTA, Windsor Woods Elementary School **AND** pony a copy to Laura J. Smart, Partnership Coordinator or email to lauraj.smart@vbschools.com.
- **Digital Photo(s)** – Please submit a clear, headshot photo of your Volunteer of the Year to Jody Blaufus in the Office of Community Relations via email to jodyl.blaufus@vbschools.com. This photo will be displayed during the event and posted on vbschools.com. You are also encouraged to submit additional photos of your volunteer working at the school, which will be used during a photo slideshow.