



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

Dear Administrators, Teachers, Staff, Parents:

It is time to select your 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.

One selection will be made based on the following criteria:

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

Please keep in mind that neither pairs nor couples will be considered for the district's nor the state's Volunteer of the Year. Thank you for your nomination.

Volunteer: _____

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: _____



**PTA CITYWIDE VOLUNTEER OF THE YEAR
NOMINATION FORM**

(Only one nominee per school)

Due date: **April 1, 2009**

_____ PTA would like to nominate our
(school name)
school's Volunteer of the Year for consideration as a citywide "Volunteer of the Year."

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: _____

(continued)

Nomination Form

Page 2

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?
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. 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.

5. Any additional supporting documentation.

School

PTA President Signature

Principal

Principal Signature

Thank you for returning the following by Friday, March 6:

Digital Photo - Email a digital photo of your school's Volunteer of the Year to Heather Allen at heather.allen@vbschools.com.

Thank you for returning the following by Wednesday, April 1:

Nomination packet - Pony the original packet and TWO copies of complete packet to: Council PTA, Birdneck Elementary School (957 S. Birdneck Road 23454).

PLEASE NOTE: Submitted photos will be used in the event's printed program and photo slideshow and on the school division's Web site. Consider the following photo tips:

- Clear, straightforward headshots are best for the printed program and Web site.
- Make sure your subject's eyes are open and facial expression is pleasant.
- You may also submit photos of your volunteers in action to be used in our event photo slideshow.