



2012 Installation Volunteer of the Year Information Packet



**For Questions Call the
ACS Army Volunteer Corps
287-8657 or 286-5913**

2012 INSTALLATION VOLUNTEER OF THE YEAR (VOY)

Program

The Volunteer of the Year (VOY) Award Program is an annual event to recognize exemplary achievement in volunteer service to Fort Hood.

Each Major Subordinate Command (MSC), tenant organization, and volunteer agency or group of agencies may conduct a Volunteer(s) of the Year selection process to determine its Volunteer(s) of the Year.

Table 1 – Important Dates

1/4/2012	Two VOY Nomination Writing Workshops Scheduled: 1000 & 1400 at the ACS Lane Volunteer Center. Please call 287-8657 or 286-5913 to sign up please.
1/18/2012	Two VOY Nomination Writing Workshops Scheduled: 1000 & 1400 at the ACS Lane Volunteer Center. Please call 287-8657 or 286-5913 to sign up please.
2/09/2012	<u>VOY Special Category Nominations due:</u> Consolidated Agencies, Youth Nominations, Senior 55+ Nominations, Soldier Category, and Multiple Agency.
2/16/2012	<u>ALL other VOY Nominations due:</u> All Brigade and MSC Nominations, All Agency nominations that have their own category. Example: USO, American Red Cross.
4/20/2012	<u>VOY CEREMONY – Club Hood.</u>

Volunteer of the Year Allotments

Table 2 - Volunteer of the Year (VOY) Allotments depicts VOY allotments for MSCs, tenant organizations, and volunteer agencies. Smaller agencies are in a consolidated agency category which will be coordinated through the Army Volunteer Corps (AVC) Office. Small agencies are those with less than 50 volunteers. If an agency has more than 50 volunteers in a fiscal year, they may qualify for their own category. This will be determined by the AVC Office.

Agencies in this category may include, but are not limited to:

- a) Armed Services YMCA
- b) Combined Federal Campaign
- c) Fort Hood Military Family Member Scholarship Fund
- d) Fort Hood Area Volunteer Child Care Fund
- e) Band of Angels
- f) Individual Layette Programs
- g) Santa's Workshop
- h) Fisher House

The multiple agencies category is designed for volunteers who serve a wide variety of organizations and programs. The nominations for Youth VOY are reserved for volunteers who have not yet graduated from high school. The senior category is for ages 55+. On-post museum volunteers are covered under their appropriate division, unit, and agency. The VOY selectees will then be forwarded to the AVC as nominations for the III Corps and Fort Hood VOY. Unit and agency VOYs and the III Corps and Fort Hood VOYs are honored at the annual volunteer recognition event.

Table 2 – Volunteer of the Year (VOY) Allotments

Agency	Allotment	Agency	Allotment
• Divisional unit headquarters	1 each	• Chaplains' Program	1
• Each Brigade	1 each	• Garrison Directorates (8)	1 each
• Thrift Shop	1	• Better Opportunities for Single Soldiers	1
• III Corps Command	1	• Boy Scouts	1
• Garrison Command	1	• Girl Scouts	1
• Army Community Service	1	• Enlisted Spouses' Club	1
• Community Life Program	1	• Officers' Spouses' Club	1
• American Red Cross	1	• Schools (per school district)	1 each
• Phantom Spouses	1	• Soldier*	1-2
• Red Cross	1	• Senior*	1
• USAOTC	1	• Consolidated Agencies *	2
• United States Air Force	1	• Multiple Agencies*	1-2
• USO	1	• Youth*	4

* Denotes Special Category Nomination. This list is not all inclusive; please call the Army Volunteer Corps for more information.

Nominees

1. May be active-duty or retired military, civilian employees, or Family members who distinguished themselves by providing outstanding volunteer service to the III Corps and Fort Hood community.
2. Must be a registered, statutory volunteer.

3. May include volunteers:

- a) Working in III Corps volunteer programs
- b) Providing support to military units
- c) Serving with any private nonprofit organizations authorized to operate on Fort Hood, and/or the surrounding Fort Hood community

4. Must have provided either superior short-term or sustained service (in one or more unit, agency, or organization) which significantly impacted the quality of life of Soldiers, civilian employees, retirees, and/or Family members of Fort Hood and/or the surrounding community.

Nominations

Nominating organizations, MSCs, tenant organizations, and agencies participating in the VOY Program will:

1. Solicit nominations for their individual VOY Program.
2. Establish a selection committee to determine awardees.
 - a) Selection committee membership will be at the discretion of unit command group or agency leadership.
 - b) Selection committee membership may include agency officials, Family Support Group leaders, Chaplains, and other appropriate individuals.
3. Forward to the AVC by the suspense date, the VOY's name, with accompanying nomination for inclusion in the III Corps and Fort Hood VOY Selection Committee nomination.

Nominations must recognize service performed at any time during the 12 month period of 1 January to 31 December of the previous year.

Nominator

Individuals within units and agencies wishing to nominate a volunteer for recognition through the VOY Program will:

1. Submit an award nomination to the appropriate MSC or agency with the following information:
 - a) Service dates
 - b) Hours contributed
 - c) Information on specific volunteer service in sufficient detail to identify the nature of the service
 - d) Volunteer service in area(s) outside of nominating unit, organization, or agency
 - e) Prior volunteer awards received, if known
 - f) Point of contact for nomination
 - g) Address and phone number of nominee

2. Submit as an enclosure to the memorandum, a proposed citation which should not exceed 10 typewritten, double-spaced lines, contain no abbreviations or acronyms, and include:

- a) The individual's full name
- b) Dates of recognized service
- c) Summary of accomplishments or contributions

3. Submit a separate nomination for each individual; ensure nominations are received by the MSC or appropriate agency.

Please refer to the attached samples for more information on how to submit VOY nomination.

1. Cover Sheet (ENCL 1)
2. Nomination Memorandum (ENCL 2)
3. Tips for Writing a Winning Nomination (ENCL 3)
4. Nomination Writing Workshop Information (ENCL 4)

Cover Sheet

**2012 Installation Volunteer of the Year Award Nomination
CATEGORY: (Category Nominated For...)**

Nominating Unit/Organization: 1st Superior Brigade

**Nominee: Janet Pepper
Conversational Name: Janie
Address: 16005 Peppy Lane
Fort Hood, TX 76544
Phone Numbers: H: (254) 539-1111 C: (254) 287-1111**

**Sponsor's Name: SSG John Pepper (if military)
Sponsor's Unit: 96th Hooah Battalion, 1st Superior Brigade, 33D Cavalry
Division.**

**POC: Sally Sonota
Title/Position: FRSA
Agency/Unit: 1st Superior Brigade
Address: 121 Sunshine Street, Fort Hood, TX 76544
Phone Numbers: W: (254) 287-1111 C: (254) 690-1111
Email: sally.g.sonota.civ@mail.mil**

**Alternate POC: SSG Frank Burns
Phone Numbers: W: (254) 286-1111 C: (254) 539-1111
Email: frank.x.burns.mil@mail.mil**

ENCL 1

(Seal)

(Letterhead)

(Office Symbol)

ATTENTION OF: (POC)

MEMORANDUM FOR Directorate of Family and MWR, Army Community Service (ACS),
ATTN: Army Volunteer Corps, ACS Lane Volunteer Center, Bldg. 16005, TJ Mills
Boulevard and Old Ironsides Avenue.

SUBJECT: Nomination for the 2012 Fort Hood Volunteer of the Year for (nominee's
name), in the category (category nominated for).

1. **Ms. Janet Pepper** is hereby nominated for the 2012 III Corps and Fort Hood
Volunteer of the Year. An invaluable resource across the community, this volunteer has
had a direct significant, positive impact on the Soldiers, civilians, retirees, and Family
members of the Fort Hood area. Her contributions are many and are well deserving of
recognition and appreciation.

a. Army Family Team Building (AFTB) (Estimated Volunteer Hours 503)

(1) This volunteer is a key player and leader in Fort Hood's highly successful
AFTB Program. She has served as an invaluable asset, dedicating many hours to
helping Family members to help themselves.

(2) As an AFTB Trainer, she is unsurpassed in her superior instructional skills.
She contributes many hours to teaching a variety of classes, sharing her wisdom,
optimistic outlook, and sense of caring with Family members at all levels of experience.
She has been able to really connect with her students and has reached them on a level
that allows for a special exchange of information, opinions, and respect. Her course
feedback forms are, without exception, glowing. Her students have repeatedly shared
that they enjoyed her special teaching style and felt that their investment of time and
attention was well spent.

(3) As an AFTB Master Trainer, she serves as a nurturing mentor to new trainers
and works consistently to revise and adapt curriculum. As the AFTB Train-the-Trainer
Coordinator, she has worked to revise the training process to make it more "user
friendly," efficient, and effective. She has coordinated training sessions, established
agendas, and staffed sessions with dynamic trainers, and ensured all logistical
requirements were arranged.

(4) A strong advocate for AFTB, she also helps the Program by recruiting new
trainers and administrative volunteers. She attends the yearly AFTB Steering
Committee, Master Trainer and AFTB General meetings and is always active during
these sessions. She speaks out only after much thought and careful consideration, and
other "AFTBers" listen to and respect her opinions. Her contributions as part of the AFTB
Steering Committee help to decide program changes and directions. Her participation is
invaluable.

ENCL 2

(5) She is also an AFTB Major Subordinate Command (MSC) Point of Contact
(POC), serving as a valuable link between 13th ESC and AFTB. Her MSC POC

Program and Process serve as examples for others to follow. She has done a fantastic job coordinating classes and exchanging information. There are never any problems when she is “in charge” of a training session and on site to answer questions and provide guidance.

(6) AFTB would quite simply not be as successful as it is on Fort Hood without this volunteer’s involvement. She is always available to help with whatever she can and eagerly offers assistance whenever we need her. Her active contributions to AFTB are integral to units reaching out to their spouses to ensure they have the benefit of this outstanding program.

b. Army Family Action Plan (AFAP) (Estimated Volunteer Hours 400)

(1) As an active member of the Installation AFAP Steering Committee, this volunteer served with the same dedication and determination she has demonstrated in other programs. She attended all Steering Committee meetings and was key to the success of this body.

(2) As the Chairperson for the Budget and Logistics Subcommittee, she calculated the budget for the 2001 Conference, inventoried all equipment and materials, accepted requests from all other subcommittees, and executed the budget effectively and economically, always with the goal to meet logistical need while expending the least amount of resources possible.

(3) She attended all delegate, facilitator, recorder, and transcriber training, and served as a facilitator during the Symposium, when an originally scheduled facilitator was unexpectedly unavailable due to an ill child. While the duties of facilitator are demanding and difficult, she was able to pull her work group together and they produce issue papers and recommend solutions that were well thought out and well stated.

(4) During the Symposium, and indeed, during all AFAP meetings, her warmth and positive attitude helped other participants feel more comfortable and willing to provide input. Through her AFAP contributions, she has continued to reach out to the community and worked tirelessly to enhance quality of life and community connections. Her AFAP involvement has really made a difference on a number of levels.

c. Family Readiness Group (FRG) (Estimated Volunteer Hours 350)

(1) As the HHC, 544th Maintenance Battalion, 13th ESC, FRG Leader and Senior Advisor to its five subordinate companies, she is very active and involved with the members of these groups. Not only does she attend yearly Steering Group meetings; she attends meetings for each of the five companies she advises. She ensures information and communication is flowing in both directions.

(2) As Senior Advisor to the Company FRG’s, she takes her job very seriously and works to ensure members are provided with the most current and correct information that is available. She is very successful in building unit cohesion, showing a caring attitude and concern for people and the results are successful FRG’s. She is always there to assist in any way that she can and spends a lot of her time and efforts trying to help others.

(3) In her effort to reach out to FRG members, she developed a special FRG questionnaire, which has been especially helpful to new members of the battalion. She also consistently coordinated AFTB Training sessions for her battalion and personally attended the sessions herself, to ensure everything ran smoothly and the attendees felt welcome.

(4) This volunteer wants so much to take care of her FRG's. One way she demonstrated this commitment was to personally purchase decorations for the unit formal and put the decorations up herself. Approximately 350 guests enjoyed the results of her efforts.

d. Santa's Workshop (Estimated Volunteer Hours 320)

(1) This volunteer was a key, often-overlooked player, in the huge success of this incredible program. Preferring to avoid the spotlight, she spent her time working diligently for the children of the Fort Hood community. She worked tirelessly, demonstrating her giving spirit in yet another effort to care for others.

(2) As "Special Elf", this volunteer coordinated food concession booths for a special Charity Basketball Game with the Dallas Cowboys, and also participated in a variety of other fundraising activities, such as Pictures with Santa, Buy-A-Smile, Adopt-A-Child, and gift-wrapping.

(3) She helped to plan, coordinate, and execute a huge and attention-getting Grand Opening for Santa's Workshop, personally hand-made a new suit for Santa, inventoried toys and books, made appointments for Soldiers to come in and shop, and any other task that needed doing. No job was too big, or too small.

(4) As a vital member of Santa's Workshop team, this volunteer helped to raise approximately \$63,000 as well as a large inventory of new and used toys. All of which will make Christmas brighter for our youngest members of the Fort Hood community.

e. Hood Country Hello (HCH) Spouse Welcoming Program (SWP) (Estimate Volunteer Hours 30)

This dedicated volunteer helped to kick off this invaluable program, which is designed to welcome incoming spouses and help them become familiar with the many resources available at The Great Place. This volunteer was one of the first tour guides and was very effective. Feedback was overwhelmingly positive. She also served to promote and advocate for this fledgling program, helping to market it wherever she would.

f. Catholic Continuing Education (CCE) (Estimated Volunteer Hours 40)

She again served our youth by volunteering as an assistant CCE instructor for fifth graders.

g. Copperas Cove Junior High School and Mae Stevens Elementary School Elementary School (Estimated Volunteer Hours 50)

Contributing her time and energy to band and sports events, as well as to various classroom activities, this volunteer also reached into our schools to help out.

h. Other **(Estimated volunteer hours significant, but impossible to capture.)**

She also supported, promoted, and participated in Make A Difference Day and consistently serves others in a variety of “non-structured” ways. For instance, to help the Central Texas College with their new Adopt-A-Duck Fund-raiser, this volunteer manned a booth in the mall to help advertise the event. She handed out literature and informed people of the opportunities this event would bring, and as always, made volunteer work fun.

2. This volunteer manages to give so much and still be a wonderful mother of two and spouse to a very busy Soldier. It is virtually impossible to overstate this volunteer’s capacity for selfless giving. She is the embodiment of giving from the heart and her exceptional level of community involvement stands as a shining example for others to emulate. She has and continues to touch many lives. Her seemingly boundless energy and genuine desire and determination to make a difference are truly inspiring.

3. The following people may be contacted for more information:

a. AFTB, Manager, 286-6600

b. AFAP, Manager, 287-AFAP

c. HHC, 544th Maintenance Battalion, 13th ESC Family Readiness Group,
LTC George I. Soldier, 287-2345

d. Santa’s Workshop, Mrs. Claus, 287-TOYS

e. Hood Country Hello (HCH) Spouse Welcoming Program (SWP), Tammy Heart,
Coordinator, 539-9483

f. Catholic Continuing Education (CCE), Chaplain (MAJ) Paul Goodman, 287-7698

g. Copperas Cove Junior High School, Jan Giving, Vol Coordinator, 618-2424;
Mae Stevens Elementary School Elementary, Jake Caring, 618-3535

4. POC is Sally Sonota, 1st Superior Brigade FRGDA, 618-3536.

5. Alternate POC is SSG Frank Burns, 1st Superior Brigade Family NCOIC, 289-9965.

(signature required)
LTC Jason M. Wilson
1st Superior Brigade

Tips for Writing a Winning Nomination

Writing a winning nomination doesn't have to be an overwhelming task. To help you we have compiled a few helpful tips that will get you started and assure that your nominee is presented in their best light.

First things first.

1) **Read the nomination format carefully and be sure to include all required elements.** Each piece of information requested in the form provides guidance to our judges and you don't want to omit anything that will help them to understand the contributions of your nominee.

2) **Remember that the judges are reading multiple nominations** and are looking for specific information. Too much information can be as harmful as too little.

3) **Well-written nominations are appealing to the judges.**

- a) Write short sentences that are concise and give specific detail.
- b) Support what you have to say with observation and fact.
- c) Avoid praising adjectives. List the most important information in the first few sentences, and then elaborate as necessary.
- d) Proofread your work and then ask others to review it for errors or to make suggestions.

4) **Follow the instructions** in the nomination format, and be sure to include the cover sheet, suggested citation, and all other information.

5) **Do not put the nomination form and attachments** in any kind of binder. Simply staple or clip them together. Copies of all materials are made for each judge and any bindings will be removed and discarded.

Tips/Things to Include:

1) **Volunteer Activities Performed:**

Describe the types of activities and services that your nominee provides. Include the special talents and skills that are a major contributor to their success and impact as a volunteer.

2) **Organizations Served and Time Given:**

Include the organizations where services occurred and the number of hours that the nominee has volunteered.

ENCL 3

3) **Overall Impact:**

Describe how the nominee's work had a significant impact on others or the community. Were they influential or inspirational? What did they do to effect change?

4) Obstacles Overcome:

Were there any challenges in the life of the nominee that motivated them to volunteer? If yes, tell how they overcame these obstacles as it relates to their volunteer activities.

5) Other Relevant Information:

Describe information not included in the other sections. Write about special contributions, how the volunteer went above and beyond the call of duty, or any other information that you believe sets your nominee apart.

6) Use Numerical Measures:

Use dollar amounts for fundraisers, numbers for groups, and include volunteer hours.

7) Use the Volunteer's Name Only Once!

After that, refer to the volunteer as this volunteer, he, she, her, his, etc.

Let's get started.

1) Interview your nominee: this is acceptable practice to ensure you have all the information you need. Most people are flattered to be nominated.

a) Ask all the questions you need to and listen for information you can use to support your own thoughts and ideas.

b) If permitted by the nominee, contact people who work for and with them.

c) Gather as much information as possible. Be accurate and write down specific examples that will reinforce why you believe the volunteer(s) deserve recognition.

2) Focus your program first as the one that most exemplifies the nominee's work. Provide detail explaining the program or services, then describe the nominee's other volunteer work or leadership positions as they rank in importance.

Time to start writing.

1) Organize your thoughts carefully and follow the nomination format.

a) Focus on key questions.

b) Detail accomplishments and their impact.

c) Describe leadership abilities and how the nominee has made a difference through volunteerism.

d) Create a unique picture of your nominee.

2) **Provide the judges with complete information** about the nominee and organization that they volunteer for. It is important to tell the nominee's story as you would to a stranger.

3) **Describe unique characteristics** that are more than just what a great or nice person this nominee is. Choose one or two qualities that make this person truly outstanding and then give specific examples (i.e. listening, teambuilding, collaboration, creativity, and professionalism.)

4) **Nominees who have initiated a program that addresses** a community problem or provides a needed service attract attention. Be sure to include examples of how the program had an impact and what results were achieved. Include any unusual challenges the nominee had to overcome (i.e. handicaps, limited funding, and public perception.) Describe the amount of time and resources spent on the activity or service.

5) **Verify all information on the form.** Winning nominations are checked carefully to verify all information that is submitted.

6) **That's it!** Turn it in!

For more information, contact the Army Volunteer Corps at 287-8657.



2012 INSTALLATION VOLUNTEER OF THE YEAR NOMINATION WRITING WORKSHOPS

**Learn how to write
a competitive nomination!**

**4 January 2012
1000 & 1400**

**18 January 2012
1000 & 1400**

All classes are held at the Lane Volunteer Center.
Call the Army Volunteer Corps office at 287-8657
or 286-5913 to register.

Lane Volunteer Center
Building 16005, Corner of TJ Mills and
Old Ironsides Avenue
(254) 287-VOLS (8657) or (254) 286-5913

Individuals requiring accommodations due to a disability must contact our
office NLT seven days prior to your scheduled class date.

