



West Point Black and Gold Volunteer Award 2018/2019 NOMINATION FORM



Nominations can be made by anyone with knowledge of volunteer service performed.
Please return completed nomination form to the AVCC by the suspense date indicated below.

PLEASE NOTE THE FOLLOWING: A nomination form must be submitted for each volunteer; do not submit a single form for multiple volunteers. Nomination forms must be type-written. Please do not submit scanned or hand-written forms. Organizations are limited to three (3) nominations per ceremony.

TODAY'S DATE:

NOMINATION PERIOD:

Please check one.

☐

1st Quarter

Suspense: 1 Sept 2018

Ceremony date: 5 October 2018

☐

2nd Quarter

Suspense: 12 Jan 2019

Ceremony date: 1 March 2019

☐

3rd Quarter

Suspense: 24 April 2019

Ceremony date: 7 June 2019

Part I: NOMINEE INFORMATION – To be completed by Nominating Individual

VOLUNTEER NAME (as it should appear on certificate):

(INCLUDE: phonetic spelling for difficult names)

RANK (if applicable):

MAILING ADDRESS (Required):

PHONE NUMBER(S):

EMAIL ADDRESS:

Part II: NOMINATOR INFORMATION

ORGANIZATION/AGENCY:

NAME:

TITLE:

PHONE NUMBER(S):

EMAIL ADDRESS:

SIGNATURE:

(Note: If sending via email, your email will serve as your signature)

(Please continue to page 2)

Part III: JUSTIFICATION

VOLUNTEER'S POSITION TITLE(S):
DATES OF SERVICE:
1) DETAIL SPECIFIC CONTRIBUTION(S) MADE BY THE VOLUNTEER AND IMPACT TO YOUR ORGANIZATION. <i>Please use bullet format. Please do not use volunteer's name.</i>
2) PLEASE LIST ANY AWARDS/RECOGNITION THE VOLUNTEER HAS RECEIVED FROM YOUR ORGANIZATION OVER THE PAST YEAR.
3) PLEASE SHARE ANY ADDITIONAL INFORMATION YOU FEEL IS IMPORTANT TO KNOW ABOUT THIS VOLUNTEER. <i>Please do not use volunteer's name.</i>
4) PROPOSED CITATION (OPTIONAL).

The nomination will be reviewed by the Installation Volunteer Awards Review Committee and approval/disapproval will be based on a subjective review of the written justification compared to the established criteria.

Please verify registration and hour documentation for this volunteer PRIOR to submission of this nomination. Incomplete nomination forms or registration/documentation information will result in disapproval.

PLEASE FORWARD TO:

West Point Army Volunteer Corps Coordinator · 622 Swift Road, West Point NY 10996
Phone: (845)938-4621 · Email: Kara.Pletcher@usma.edu

TO BE COMPLETED BY THE ARMY VOLUNTEER CORPS COORDINATOR OFFICE:

DATE RECEIVED: _____ AVCC SIGNATURE: _____
VOLUNTEER AGREEMENT ON FILE: Yes No n/a VMIS HOURS TO DATE: _____
APPROVED: Yes No (If No, explain). _____ ☐ ENTERED IN VMIS _____