

CHANGE AGENT OF THE YEAR



Post Office Box 9861 Tulsa OK 74157
918.447.1888 www.volunteertulsa.org

VOLUNTEER RECOGNITION PROGRAM GUIDELINES

Volunteer Central of Greater Tulsa is pleased to offer an opportunity to publicly recognize our community's outstanding volunteers.

PURPOSE OF THE PROGRAM

Volunteer Central of Greater Tulsa, Inc. is committed to recognizing and celebrating outstanding volunteer service. Every year, more than half the American population volunteers their time, talent and energy to help others, to solve local problems and to build strong communities. The connections they build exemplify the best in us as individuals and as a society; a sense of caring and responsibility for others, a commitment to service and a demonstration of true citizenship. While their actions go largely unrecognized, volunteers are truly the "heart of the community."

A License to Change
Casablanca Style!

Volunteer Central's annual Volunteer Recognition pays tribute to these agents of change who go above and beyond and exemplify the true potential of volunteers to make a difference in their communities. Honorees selected from nominees representing all age groups and areas of service will be recognized and presented awards during *A License to Change*, Saturday, August 14, 2010, at the Oklahoma Jazz

Hall of Fame. *A License to Change...Here's Serving With You, Kid!* begins with a cocktail reception (sodas available), dinner, the honoring of finalists as Change Agents and the unveiling of the "2009 Change Agent of the Year," casino games, and live entertainment throughout. Attire is *Casablanca* cocktail.

CATEGORIES

Awards will be presented to one honoree in each of the following categories.

- Youth (age 14 and younger)
- Young Adult (age 15-25)
- Adult (age 26-49)
- Senior (age 50+)
- Pro Volunteer (Individual who served > 1000 hours in 2009 {single or multiple organizations})
- Community Group (families, schools, religious and service clubs, etc.)
- Employee Volunteer Program

VOLUNTEER ELIGIBILITY

- ✓ Citizens who volunteer as individuals or with groups to perform uncompensated service to nonprofit organizations incorporated in Oklahoma and doing business as charitable organizations in the greater Tulsa region are eligible for nomination.

- ✓ Students receiving course credit are eligible only if volunteer service extends beyond course/degree requirements.
- ✓ Volunteers previously honored through Volunteer Central's Volunteer Recognition Program are eligible to be recognized a second time only if nominated for an entirely different volunteer position.
- ✓ Individuals involved in court-mandated service are ineligible.
- ✓ Individuals who receive any kind of compensation for services rendered are not eligible for nomination.
- ✓ A group, as defined by this program, is two or more individuals who come together from outside of the organization. A volunteer group may represent a family, a business, or club.
- ✓ Volunteers directly serving Volunteer Central of Greater Tulsa are ineligible.

SUBMITTING A NOMINATION

- ✓ Complete a "Change Agent of the Year Volunteer Recognition Award Nomination." Submit a separate form, fully completed, for each nominee (individual and group) in each category. Incomplete nominations may result in disqualification.
- ✓ The form is available on www.volunteertulsa.org to download in a .pdf format. Please contact Volunteer Central at 918.447.1888 to receive the nominations packet by mail or email.
- ✓ Nominations must be typed, not handwritten.
- ✓ A person who knows the nominee and the organization/program well should complete the form. Ask a third party to proofread the nomination to see if she/he has a good idea of what the volunteer does. Ask whether the nomination "paints a good picture" of the volunteer for the judges.
- ✓ Be brief, clear, and specific in the description. Be sure to share as many unique things as possible and use specific examples of your nominee's service.
- ✓ DO NOT turn in an identical form for different nominees who perform the same job. Personalize each form so that the judges have the best understanding of each nominee's unique qualities and service to the organization.
- ✓ All nominees and nominators will be invited to the Change Agents reception, Tuesday, June 15, and *A License to Change*, August 14, 2010.

Mail nominations to
 PO Box 9861
 Tulsa OK 74157

Hand deliver nominations to:
 212 East 6th Street
 Tulsa OK 74119

by Monday, May 3, 2010 at 4 p.m.

SELECTION

- ✓ An independent panel of judges will review the nominations and select the honorees.
- ✓ Nominators will be notified of the honorees at the beginning of June.

RECOGNITION

June 15

Agents of Change Reception

- ✓ All nominees will be recognized and presented personalized certificates.
- ✓ Honorees will be announced.
- ✓ Honorees will be asked to submit names and addresses by June 30 of family, friends, and colleagues to receive invitations to *A License to Change*. Honorees and nominators are encouraged to promote attendance in support of honorees, organizations, and volunteerism.
- ✓ Honorees will be scheduled for a photography session for event promotion and recognition during *A License to Change*.

August 14 *A License to Change ...Here's Serving With You, Kid!*

- ✓ Honorees will be recognized as Change Agents in their categories and will receive a gift. The “2009 Change Agent of the Year” will be “unveiled” during Volunteer Central’s *A License to Change ...Here's Serving With You, Kid!* and will be presented with the Change Agent award.
- ✓ All nominees and nominators will be invited to *A License to Change*.
- ✓ One (1) individual representing each honoree and one (1) individual representing each nominator will be guests of Volunteer Central with complimentary reservations for *A License to Change*.

SELECTION CRITERIA

Duties	Nominee’s role is identified as critical to organization’s success. Nominee completed tasks on a timely basis and brought unique abilities to the organization that helped him/her succeed.
Impact	Nominee’s service fulfilled an exhibited need in organization/community, achieving desired results; nominee’s service benefited populations and social issues through positive changes, and provided examples for other volunteers.
Initiative	Nominee initiated programs or activities and/or developed new methods to streamline operations, solve problems, or assist in service delivery.
Commitment	Nominee’s service was absolutely voluntary. Nominee was dependable, punctual. OR nominee went above and beyond, exhibiting extraordinary passion in his/her service role toward organization’s mission.
Challenges	Nominee overcame challenges/barriers to complete tasks and achieve goals.