



Camp Pendleton 2025 Volunteer of the Year Nomination Cover Sheet

*****Please Review Guidelines before Submitting*****

Deadline for Submitting Nominations is 28 Feb 2025

Organization and Nominator Information

Organization's/Unit's Name: _____

Nominator's name: _____ Phone: _____

Nominator's Position: _____ Email: _____

Nominee Category (select only one)

- | | |
|---|---|
| <input type="checkbox"/> Military Volunteer | <input type="checkbox"/> Medium Civilian Team |
| <input type="checkbox"/> Family Readiness Volunteer | <input type="checkbox"/> Large Civilian Team |
| <input type="checkbox"/> Civilian Volunteer | <input type="checkbox"/> Small Unit |
| <input type="checkbox"/> Youth Volunteer | <input type="checkbox"/> Medium Unit |
| <input type="checkbox"/> Small Civilian Team | <input type="checkbox"/> Large Unit |

***** Please Inform Your Volunteer Before Submitting *****

Nominee Information

Name of Volunteer, Unit, or Organization: _____

Volunteer's Position: _____

Number of Years Volunteering: _____ Hours Accumulated in 2024: _____

Email: _____ Phone: _____

Nomination Instructions

The following contains the guidelines for nominating individuals, units or organizations for volunteer service performed between 1 Jan 2024 – 31 Dec 2024.

Categories

Military Volunteer- This award is for any Active Duty volunteer or Active Reservist.

Family Readiness Volunteer- This award is for any Appointed Unit Family Readiness Volunteer. Active Duty volunteer will need to submit their nomination under the Military Volunteer of the Year category.

Civilian Volunteer- This award is for any non-Active Duty adult volunteer, including spouses, retirees, veterans, or civilians.

Youth Volunteer- This award is for any volunteer under the age of 18, or still in high school.

Small Civilian Team (3-29 Members)- This award is for a small group of volunteers. The group may include a combination of Active Duty and civilian volunteers.

** Please note that if the volunteer team is strictly Active Duty and from the same unit you will need to use the Small, Medium, or Large Unit Volunteer of the Year category.*

Medium Civilian Team (30-59 Members)- This award is for a medium group of volunteers. The group may include any combination of Active Duty and civilian volunteers.

** Please note that if the volunteer team is strictly Active Duty and from the same unit you will need to use the Small, Medium, or Large Unit Volunteer of the Year category.*

Large Civilian Team (60+ Members)- This award is for a large group of volunteers. The group may include any combination of Active Duty and civilian volunteers.

** Please note that if the volunteer team is strictly Active Duty and from the same unit you will need to use the Small, Medium, or Large Unit Volunteer of the Year category.*

Small Unit (5-299 Service Members)- This award is for Active Duty or Reserve Units.

Medium Unit (300-599 Service Members)- This award is for Active Duty or Reserve Units.

Large Unit (600+ Service Members)- This award is for Active Duty or Reserve Units.

Nominator Qualifications

Nominator must be a Service Organization Representative, Deployment Readiness Coordinator/Uniformed Readiness Coordinator, Officer or SNCO.

** It is highly recommended that individuals within Chains of Command review nominations for all awards prior to submission.*

Volunteer of the Year Selection Process

All nominations are reviewed by a committee of volunteers with one representative from each of the following areas: Field Grade Officer, Staff NCO, NCO, Marine & Family Programs Staff Member, Military Spouse, and a Volunteer. The Installation Volunteer Coordinator does NOT participate in the selection process.

Volunteer of the Year nominations for Military, Family Readiness, Civilian, and Youth are reviewed and assessed based on the following criteria:

- *Total number of volunteer hours served throughout 2024
- *Types of activities & the role they served
- *Impact their service had in the community

Volunteer of the Year nominations for Civilian and Unit Teams are reviewed and assessed based on the following criteria:

- *Total Number of volunteer hours the Team/Unit served throughout 2024
- *Types of activities in which the Team/Unit participated in
- *Impact their service had in the community

How to Submit Your Nomination

- Submissions are due by the close of business on **28 February 2025**
- Email nominations directly to the Installation Volunteer Coordinator at CPenVolunteer@usmc-mccs.org
- Do not fax, scan, or hand deliver nominations. All nominations can be submitted as a Word, Apple, or Google document.
- Items to submit:
 - Volunteer of the Year Nomination Cover Sheet.
 - Write-Up: Limit your write-up to one page. Do not hand-write.
 - Include why the volunteer, Team, or Unit deserves to be the Volunteer of the Year. Provide examples of volunteer service and the impact it had in the community, and the total volunteer service hours. You may also include the individual volunteer's service done with other units or organizations.



A Guide to Writing a Nomination is available. Email CPenVolunteer@usmc-mccs.org to request your copy.

Sample Write-Up

The Helping Hands to Service Members, Camp Pendleton office, is pleased to nominate Samuel Addams for Civilian Volunteer of the Year. Sam began volunteering with our organization in June 2021 and over the past 3 years has personally assisted over 700 Service members and their families through financial counseling, resource guidance, and financial assistance to the amount of \$420,000.

In 2024, he demonstrated his personal devotion to service with over 176 volunteer hours, in which he aided 50 Service members with expert financial counseling. Sam's personal interest in the wellbeing of the Service members and families in need was evidenced as he helped Hands to Service Members process much-needed assistance in the form of necessities such as groceries, car repairs, emergency travel, and rent payments.

Sam is also a great recruiter for Helping Hands to Service Members. His personable and genuine nature was instrumental in bringing additional volunteers to the office staff in 2024, increasing the volunteer staff by 15%.

Sam's dedication to serving the military community extends beyond his devotion to Helping Hands to Service Members. He organizes an annual Thanksgiving meal for students of SOI-West, who were away from their families for the holidays. He also serves on the board of the Wilson High School Scholarship Foundation. The organization created The Samuel Addams Scholarship, which is awarded to high school students who demonstrate his spirit of community service.

When asked about his commitment to community service, Sam is quoted as saying, "I just want to pay back the Marine Corps for all it gave me."

See the next page for the "Guide to Creating a Write-Up"

Guide to Creating a Write-Up

To help your nominee in the consideration process, tell your nominee's story in a compelling way to help the selection committee understand why the person stands out. (The selection committee is hearing about your nominee, and her or his volunteer activities, for the first time.)

Here are some helpful things to consider:

- How does this person engage in meaningful volunteer service that makes a measurable difference in the community or installation?
- Does this person take initiative?
- Is your nominee innovative and creative in problem-solving or finding solutions?
- How does this person inspire others?
- Does this person demonstrate selflessness and commitment to the project, program, and community?

How do I write a compelling nomination?

In order for your nomination to stand out against the many others we receive, you must explain and include evidence and clear examples of what makes your nominee so exceptional.

Don't just say your nominee is outstanding – prove it!

It's important to use specific and concrete examples to illustrate how your nominee meets each of the eligibility and award criteria. Provide examples of how your nominee has demonstrated outstanding character and is a deserving candidate for the award.

Show how they have:

- Encouraged and exemplified the virtue of good citizenship.
- Touched or enriched the lives of others, particularly those who are vulnerable or less able to help themselves.
- Shown ongoing initiative, leadership, and dedication.
- Devoted themselves to sustained and selfless voluntary service.
- Earned the respect of their peers and become a role model.
- Demonstrated innovation or creativity in delivering lasting results.

A compelling nomination should also describe as vividly and precisely as possible the difference your nominee's contribution has made and show why it has been important.

Include details such as:

- What made this an outstanding achievement – indicate any extraordinary circumstances or challenges the nominee faced (include statistics or historical background if applicable).
- What knowledge your nominee had of the situation and what actions they choose to take.
- The scale of the achievement and whether it is completed or ongoing.
- The achievement’s sustainability and impact on the community and how it has enriched the lives of others.
- What makes your nominee different from others doing the same thing?

Keep it simple.

Remember that longer doesn’t necessarily mean better. When presenting your nominee, keep your explanations clear and to the point while ensuring there is enough information for the selection panel to make their decision.

How do I find the right words to describe my nominee?

Strong nominations will often include:

Persuasive nouns such as:

- determination
- drive
- innovation
- impact
- visionary
- pioneer
- commitment
- sustainability
- creativity
- mentor
- teamwork
- hidden hero
- respect
- recognition
- selflessness
- performance
- Leadership
- role model

Adjectives such as:

- trusted
- dedicated
- persuasive
- resourceful
- persevering
- unflustered
- positive
- generous
- inspirational
- passionate
- enthusiastic
- sympathetic
- supportive
- articulate
- conscientious
- incomparable
- exemplary
- fair
- admired
- vibrant
- diligent

Phrases such as:

- making a difference
- succeeding against the odds
- going over and above
- mentor and role model
- overcoming obstacles

Your nomination should not be:

- A list of awards, appointments, or positions
- A list of job descriptions showing what the person has done.

Because weaker nominations often list these things, a regular complaint from selection panels is that the nominee was “simply doing their job” or “nothing exceptional was demonstrated”.