



FACA 36th Annual Training Conference

May 10-13, 2016 ♦ Rosen Plaza Hotel ♦ Orlando, FL

FACA 2016 Volunteer of the Year Award Guidelines

Background

FACA presents a Volunteer of the Year Award each year to recognize distinguished and outstanding individuals, organizations or businesses whose voluntary service or contributions have had a significant impact on Florida's low-income citizens and the communities in which they live.

Eligibility

Nominations will be accepted from FACA members for individuals, organizations or businesses that have made voluntary contributions of time and resources to assist the community action network. These contributions must help solve increasing agency needs for resource availability, including funding, personnel, materials and services.

Criteria and Selection Process

Individuals, organizations and businesses will compete on the same level. The period of eligibility is the immediate past CSBG fiscal year. Candidates will be judged on:

- 1) Volunteer work and contributions to the Florida CAA network; **(25 points maximum)**
- 2) Quality, quantity and impact of the contribution; and **(25 points maximum)**
- 3) Advocacy of the agency contributions in the community. **(25 points maximum)**

A committee will review nominations and judge each entry based on the candidate's contribution and the application's conciseness and completeness using a **100 point scoring scale**. **Five (5) points** will be given for the submission of the completed attached **Nomination Form**; a maximum of **twenty (20) points** will be awarded for the **Letter of Support**. Therefore, each agency should make a comprehensive, clear and succinct case for their nomination(s). There is no limit to the number of entries that can be submitted. Photocopies of this Nomination Form will be accepted.

Submission Deadline

Entries must be received **by FACA no later than April 1, 2016** to be considered. For any further assistance, contact the FACA office at (850) 224-4774.

Award Presentation

The FACA 2016 Volunteer of the Year Award will be presented at FACA's Annual Conference. The CAA Executive Director will be notified by the Awards Committee Chairperson prior to the Conference. The award winner or a person representing the individual, business or organization will be invited to attend the ceremony. *The Nominating Agency must provide travel for the Award recipient.*

9700 International Drive
Orlando, Florida 32819



Florida Association for Community Action (FACA), Inc.



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NOMINATION FORM

This official Nomination form, narrative, and letter(s) of support must be electronically prepared and received via info@faca.org by Friday, April 1, 2016.

Name of Nominee: _____

Name/Title of Nominator: _____

Agency Name: _____

Agency Executive Director: _____

Agency Address: _____

Agency City, State, Zip: _____

Agency Phone: _____ Fax: _____ Email: _____

Mail nominations to:



Florida Association for Community Action (FACA), Inc.

FACA 2016 Volunteer of the Year Award

325 John Knox Rd., Bldg. F-210

Tallahassee, FL 32303

Rosen Plaza Hotel
International Drive
Orlando, Florida 32819