



2017 Volunteer Administrator of the Year Award

Due Friday, September 1, 2017

Award sponsored by:



The Forum for Volunteer Administrators

The mission of FVA is to provide mutual support, continuing dialogue and professional development opportunities for those involved in the leadership and management of volunteers.

FVA members have been influential in the field of volunteer administration in Northeast Ohio since the 1940's.

FVA offers professional development workshops and programs designed to address the needs of those who work with and engage volunteers. Our mentoring and networking opportunities provide a venue for members to engage each other with innovative ideas and solutions to the ever constant changing face of volunteer administration.

The Forum for Volunteer Administrators (FVA) is currently accepting nominations for the 14th Annual Volunteer Administrator of the Year Award. This is an opportunity to acknowledge the valuable work volunteer administrators contribute to our society, and for the volunteer administrator's organization to receive recognition. In addition to the award, the recipient will receive a one-year individual membership to FVA. Previous winners have represented both large and small agencies in Northeast Ohio.

The recipient of this award will be chosen by a selection committee comprised of previous winners, members of the media, and other experienced leaders in the Northeast Ohio nonprofit community.

Nomination Criteria

- Nominee shall have worked for a minimum of one year as a volunteer administrator in either a paid or volunteer capacity.
- Winner and nominator shall be present to accept the award at the FVA Annual Meeting and luncheon as part of the 2017 FVA Annual Conference on Thursday, November 2nd at the Cuyahoga County Educational Training Center in Independence, Ohio. Award includes admission to the luncheon session for the recipient, nominator and one guest. Additional tickets to the luncheon may be purchased at a discount by the award recipient or nominator.
- Nomination applications should be submitted by a supervisor, colleague or volunteer who is familiar with nominee's management and leadership skills.

Nomination Application Cover Sheet

Please complete below and attach to letter of nomination.

Nominee's Name _____

Nominee's Title _____

Nominee's Agency/Organization _____

Nominee's Address _____

City _____ Zip _____

Phone _____ E-Mail _____

Submitted By:

Name _____

Title _____

Agency/Organization _____

Phone _____ E-Mail _____

Signature _____ Date _____



Volunteer Administrator of the Year Award Nomination Instructions

Please print or type the answers to the following questions on a separate sheet of 8 1/2 x 11" paper. Illegible applications will be returned. Nomination should be 1,000 words total or less.

1. Please share why you feel the nominee is deserving of the Volunteer Administrator of the Year Award:

2. Please share your thoughts on how the nominee's volunteer management and leadership skills demonstrates the following:

Please limit the length of each section to 150-200 words

MODELS THE WAY - "walks the walk and talks the talk"

INSPIRES A SHARED VISION - envisions the future, enlists others

CHALLENGES THE PROCESS - searches for opportunities, takes risks

ENABLES OTHERS - fosters collaboration, strengthens others

ENCOURAGES THE HEART - recognizes contributions, celebrates values and victories

3. Optional: Up to **two** letters of support may be included.

Mail, fax or e-mail the nomination application cover sheet, essay answers and support letters **by Friday, September 1, 2017** to:

Marilyn Hahn
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1. The five leadership attributes are from *The Leadership Challenge* (3rd ed.) by James M. Kouzes and Barry Z. Posner.
2. FVA reserves the right not to grant the award in any given year.
3. Nomination materials will not be returned, and will become the property of FVA.
4. Organizations may choose to re-submit a nomination from previous year if nominee was not selected.
5. Complete nominations must be received by 4 pm on Friday, September 1, 2017 for consideration.