



## Volunteer of the Year Nomination Instructions & Examples

### Nominee Categories

- Civilian Volunteer of the Year - This award is for any volunteer associated with MCLB Barstow including dependents, retirees, veterans and civilian employees.
- Military Volunteer of the Year - This award is for any Active Duty volunteer or Active Reservist.

### Nominee Qualifications

- All nominees must be associated with MCLB Barstow (including Active Duty who are stationed at or live aboard MCLB Barstow, military dependents, civilian employees, and community members who volunteer on base).
- All nominees must have volunteered a minimum of 50 hours total in 2017.

### Items Needed for Nomination Submission:

- ✓ Marine Corps Logistics Base Barstow Volunteer Nomination Form
  - Form must be typed.
- ✓ Letter of Recommendation/Nomination
  - Must be typed in a Word document.
  - Include why the volunteer deserves to be the Volunteer of the Year, examples of volunteering, total volunteering hours (including volunteer statistics with other units/organizations the volunteer may have), any awards earned, special recognition, etc.

### Awardee Selection Process

All nominations are reviewed by a committee of volunteers with one representative from each of the following areas: Field Grade Officer, NCO, MCCS Staff Member, Military Spouse, and Civilian Employee. The Volunteer Program Coordinator does not participate in the selection process.

The Volunteer of the Year nominations are reviewed and weighed equally based on the following criteria:

- Total number of hours volunteer served in 2017 (50 hours minimum)
- Role of the volunteer
- Impact of the volunteer
- Volunteer's character and abilities(s)
- Volunteer's overall rating

### Deadline for Submission:

- **All nominations are due no later than 1600 on 9 March 2018.**
- **Nominations (to include the Nomination Form and a Letter of Recommendation/Nomination) must be submitted via email to Ashley Ignatz, Volunteer Coordinator: [ashley.ignatz@usmc-mccs.org](mailto:ashley.ignatz@usmc-mccs.org).**
- **Late nominations will NOT be accepted.**

For more information or clarification on the nomination form or nomination process, please contact the Volunteer Coordinator at (760) 577-6675 or [ashley.ignatz@usmc-mccs.org](mailto:ashley.ignatz@usmc-mccs.org).



## LETTER OF RECOMMENDATION/NOMINATION EXAMPLE: MILITARY

Name of Volunteer: SSgt \*\*\*\*\*

On-Base Activities (approximately 200 hours):

Served as 2017 Command Single Sailor Representative, participated as an active member of the command's MWR Committee, is the Command Sexual Assault Prevention & Response (SAPR) program coordinator, and is the Command Diversity Officer.

Assisted with First Class Petty Officers' Association programs including annual Battle of Midway and Prisoner of War/Missing-In-Action Recognition Ceremonies, "Adopt-A-Snowperson program and Holiday Basket Auction to support the command's annual Holiday Toy & Food Drive for junior enlisted staff families.

Off-Base Activities (360 hours):

Boxing Coach for Youth Sports in Vista, CA - 240 hours

Boxing Coach in Bell, CA - 42 hours

Drug Education For Youth (DEFY) mentor - 30 hours

San Diego Veterans Village Stand Down - 48 hours

Many individuals have benefited by SSgt \*\*\*\*\*'s giving nature. His gentle caring demeanor reaches children as he mentors them in positive ways whether it's about drug education or teaching boxing skills. He assists our command Single Sailors in many fun, inexpensive activities. His work with the annual three-day San Diego Veterans Village Stand Down helps transform the despair and immobility of homeless veterans to reconnect with the community and to get off the streets.

SSgt \*\*\*\*\* distinguishes himself as a person who leads by example. By being so involved in several youth programs, assisting homeless veterans, as well as working with Single Sailors, \*\*\*\*\* sets a perfect example of a person who finds time for others. As a Marine, SSgt \*\*\*\*\* is well respected by his peers and those he's working with on projects.

SSgt \*\*\*\*\* has a demanding job as one of the career counselors in the Command Career Counselor Department at Naval Hospital. To be able to get away from that and use his talents and time to benefit others is commendable. For all he does for so many, SSgt\*\*\*\*\* deserves to be awarded MCLB Barstow's Military Volunteer of the Year.

## LETTER OF RECOMMENDATION/NOMINATION EXAMPLE: CIVILIAN

Name of Volunteer: B\*\*\*\*\* L\*\*\*\*\*

On-Base Activities:

L.I.N.K.S. Mentor

L.I.N.K.S. Hospitality Coordinator

Hours: 165

B\*\*\*\*\* has impacted the entire Camp Pendleton L.I.N.K.S. Team. B\*\*\*\*\* has organized through a website all Hospitality Coordination for all L.I.N.K.S. Sessions aboard Camp Pendleton. By doing this she has ensured that all participants attending a L.I.N.K.S. class are provide chow throughout the session. B\*\*\*\*\* is responsible for coming up with a menu from multiple L.I.N.K.S. sessions a week. She must coordinate with others volunteer's through a potluck website. Her knowledge of the website is extraordinary. She is always happy to help and take on the Hospitality Coordination of many sessions at times when other volunteers cannot meet the high demand of the L.I.N.K.S. programs Hospitality needs. B\*\*\*\*\* will take on all preparation and set-up herself to ensure the Hospitality portion is a success. B\*\*\*\*\* has provided Hospitality through the L.I.N.K.S. program to (# of ) Marines, Sailor's and their families. She always has a positive attitude, is extremely dependable, and loved by her fellow L.I.N.K.S. Volunteers.

MCLB Barstow Volunteer Program

**Email:** [ashley.ignatz@usmc-mccs.org](mailto:ashley.ignatz@usmc-mccs.org) **Phone:** (760) 577-6675