

G u i d e l i n e s

2022 UCT Volunteer of the Year Award

P u r p o s e

The Volunteer of the Year Award is an honor presented by UCT to recognize a member who, through example and accomplishment, provided outstanding volunteer service to his or her council and community **during the past year**. You may consider your council's fiscal year as "the past year."

E l i g i b i l i t y

- ◆ The nominee must be a member in good standing of a UCT local council and must be living at the time of nomination and selection.
- ◆ The most important elements in selecting the Volunteer of the Year are his or her contributions to UCT and the local community in keeping with the organization's commitment to community and compassion. Sponsoring new members should not be a basis for nomination.
- ◆ UCT home office staff is not eligible to nominate a member to receive the award or to be nominated themselves.
- ◆ Only one winner will be selected. There will be no ties. The award can be won only once by an individual. However, councils are encouraged to nominate an individual nominated previously, but not selected as Volunteer of the Year.

D e s c r i p t i o n o f t h e A w a r d

- ◆ The Volunteer of the Year award will be presented to the honoree at the 2022 UCT Convention.
- ◆ The award will be a surprise for the honoree. Home office staff will work with the honoree's local council to ensure that he or she will be at the convention for the presentation. Transportation, lodging and some meal expenses for the honoree to attend the UCT convention will be reimbursed.

P r o g r a m P r o c e d u r e

Each local council may nominate one person per year on the nomination form provided. Information listed on the nomination form should cover activities for the past year only. Nominations are DUE BY – not postmarked by – April 30, 2022.

Nominations for Canadian members **MUST** be sent to the home office in Columbus, not the Canadian office. Guidelines and nominations are also available on the Members' Area of our website at www.uct.org as a fillable PDF to be completed electronically and emailed to lfisher@uct.org by no later than 5 pm on April 30.

Certain procedures must be followed in order for nominees to be considered for the Volunteer of the Year award. They include:

- Answers to the questions provided on the nomination form **MUST** be typed. Other than the nominee/nominator cover sheet information no handwritten nominations can be accepted. Faxed nomination forms cannot be accepted. Scanned and emailed entries are acceptable as long as they are typed and easy to read.
- Please keep your answers to the questions as brief as possible: 3-4 short paragraphs per question is sufficient; bullet pointed information is even better. A longer description does not guarantee greater consideration of your nomination form. Please note hours served and dollars raised or donated whenever possible. You **MAY NOT** nominate yourself.
- The nomination form cover sheet **MUST** be included with each nomination in order for it to be considered. All nomination form questions **MUST** be answered or marked N/A if they don't apply.
- In order for nomination forms to be presented to the committee for judging in an anonymous fashion, please **DO NOT** refer to the individual you are nominating by name. Refer to him or her as “this member” or “this volunteer.” The judges do not receive the nomination form cover sheet.
- Incomplete entries or entries received after the deadline will not be considered. Inability to follow the above guidelines will result in the nomination form being disqualified.

Please send nomination forms to:

**Public Relations Department
United Commercial Travelers
1801 Watermark Drive, Suite 100
P.O. Box 159019
Columbus, OH 43215-8619**

Nomination forms may also be emailed to: lfisher@uct.org

N o m i n a t i o n F o r m

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I. Nominee Information

Nominee's name: _____

Home address: _____

Local council name and number: _____

Number of years a member of this council: _____

Regional council name: _____

Home phone: _____ Business phone: _____

Cell: _____ Email address: _____

Marital status: married single widowed Date of birth: _____

Occupation: _____

Employer: _____

II. Nominator Information

Nominator's name: _____

Home address: _____

Local council name and number: _____

Regional council name: _____

Home phone: _____ Business phone: _____

Cell: _____ Email address: _____

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III. STATEMENTS

Please review the following three categories and provide your responses in the space provided. Please keep the nomination anonymous.

- A. LOCAL COUNCIL SUPPORT:** Describe your nominee's significant involvement **in the past year** in his or her local council. Include participation in local council activities and list any offices or positions held.

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- B. COMMUNITY SERVICE:** Describe how your nominee has provided significant volunteer service **in the past year** to his or her community, particularly through UCT. (Examples: Participation in JOIN HANDS DAY, church groups, mentoring programs, school or community activities, disaster relief efforts, cultural or environmental programs, community or service groups, etc.) Please keep the nomination anonymous.

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- C. MOBILIZING THE GENERATIONS:** Describe how your nominee has helped mobilize multiple generations of individuals, including other local council members, to work together in the community **in the past year**. Please keep the nomination anonymous.