



John Sayles Volunteer Service Memorial Award



The John Sayles Volunteer Service Memorial Award is presented annually in memory of John Sayles, 4-H volunteer and parent. John was willing to learn, willing to help, a leader, motivated, humble, modest, and showed kindness to others. Nominations are accepted now through September 16th at 4PM. The recipient will be recognized at the Awards Banquet.



ELIGIBILITY: *Current 4-H youth member, 4-H volunteer, or 4-H parent*

To nominate, please complete the attached form, along with a written statement of 200-500 words, supporting why the nominee deserves to be recognized for their acts of outstanding character and service. Be specific on the attached form with examples in a bullet point format. See the *Tips for Writing a Nomination* page for guidance.

Nominee's Name: _____
Address: _____

Phone: _____ Role in 4-H: MEMBER VOLUNTEER PARENT

Nominator's Name: _____
Address: _____

Phone: _____ Relationship to Nominee: _____

Reference Name (for further information, if required): _____
Phone: _____ Relationship to Nominee: _____

All information contained herein is true and accurate.

Nominator's Signature: _____ Date: _____

MAIL: Oceana County MSU Extension Office **FAX:** 231-873-3710
c/o 4-H Programs **EMAIL:** pumford5@msu.edu
844 S. Griswold Street, Suite 400
Hart, MI 49420



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Nominee Name: _____

1. Trustworthiness Refers to honesty, keeping promises, showing commitment and courage.	Please list examples:
2. Respect Refers to following the Golden Rule, tolerance of differences, respect for other's opinions, settling disputes peacefully.	Please list examples:
3. Responsibility Refers to accountability for choices and actions, setting a good example, using self-control, and always doing one's best.	Please list examples:
4. Fairness Refers to always being willing to listen, teaching and modeling fair play.	Please list examples:
5. Caring Refers to acts of kindness, demonstration of compassion, expressions of gratitude, and helping others.	Please list examples:
6. Citizenship Refers to obeying laws and rules, respecting authority, being a good neighbor and teammate, demonstrating cooperation.	Please list examples:

Please attach a brief statement supporting your nomination (200-500 words.) Include additional details that will inform the review committee of the nominee's humble gifts of service to 4-H.



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Tips for Writing an Effective Award Nomination

Abridged version adapted from the North Carolina Commission on Volunteerism and Community Service

- 1) Nominators play a crucial role in the nominating process. Nominations that are well written and thorough may be more likely to result in the volunteer receiving an award.
- 2) Remember, all nominations are evaluated and scored by multiple reviewers - at the local level. Reviewers may not know anything about the nominee, other than what is on the nomination form, so the more thorough and well-written the nomination is – the better.
- 3) Reviewers rely on the nominator's descriptive words and examples to assist them in determining and understanding the volunteer's attributes and contributions.
- 4) Be concise and direct. Write the nomination from the heart, but provide information that is clear, concise and easy to read. Reinforce what you are saying with observations, facts and concrete examples. Too much information can be as harmful as too little information.
- 5) Include numbers. How many hours has the volunteer donated? How much money did they raise? How many students were helped? How many meals were delivered? Statistics can help reinforce the accomplishments of the nominee.
- 6) Be sure to describe why your nominee's commitment, accomplishments and special skills/qualities are distinguishable over other volunteers. Share what stands out and what truly makes this volunteer outstanding and worthy of the award.
- 7) Reviewers will want to have a clear understanding of the nominee's outstanding volunteer accomplishments that have made an impact in helping to meet critical needs in their community. Remember to provide specific details and cite examples in the appropriate section of the nomination form.
- 8) Be sure to proofread your statements. Grammatical errors and misspelled words detract from the quality of the nomination.