

2017
City of Lansing
Volunteer of the Year Award
Nomination Packet



800 First Terrace
Lansing, KS 66043

Instructions and Criteria

The Volunteer of the Year award is to recognize a volunteer who demonstrates a commitment to volunteerism and who is actively engaged in serving the Lansing community. Nominations must be received by September 15, 2017.

The Volunteer of the Year chosen to be recognized will receive a plaque at the annual Recognition Dinner.

Eligibility

The volunteer must be a resident of the City of Lansing and/or USD 469.

Selection Committee

The selection committee will consist of the Mayor, Council President, and the City Administrator. It will be a blind selection process where pertinent information will be excluded that may cause bias.

Nomination Form Instructions

- Each nomination must include Forms A & B
- Assume nothing is known about the nominee. Be as thorough but concise as possible. Include all volunteer activities that you are aware of.
- Receipt of the nomination form will be acknowledged by the Director of the Library.

Please read the information below to assist you in completing the nomination form:

- **Activity** – Describe outstanding volunteer service(s). Explain how the results were accomplished.
- **Initiative** – Describe any of the nominee's initiatives, such as starting a new activity or program, using innovative methods to solve problems, organizing an event, promoting collaboration with other units/organizations, or any other activities.
- **Impact** – Describe the difference the nominee's service made for the community. Who was positively affected and how? Who values the work of the nominee and why?
- **Team Player** – Describe any of the nominee's activities that required a team effort.
- **Leadership** – Describe any of the nominee's activities where the nominee exemplified leadership ability.
- **Reflection** – Offer your personal comments here – anything you wish to share that was not covered above.

**2017 CITY OF LANSING VOLUNTEER NOMINATION
FORM A**

*Recognize your volunteers! Nominate an outstanding volunteer for the
City of Lansing's Volunteer of the Year Award.*

Volunteers will be recognized at the annual Recognition dinner on Monday, October 2, 2017 at 6:30 p.m., at the Lansing Community Center. Read the instructions and criteria, complete Forms A & B.

A. Nominee Information (please print)

Name: _____

Mailing Address: _____ City/Zip: _____

Phone: _____ Email: _____

Is the Nominee able to attend the annual Recognition Dinner on October 2, 2017?

Yes No

B. Nominator Information

Name: _____

Mailing Address: _____ City/Zip: _____

Daytime Phone: _____ Email: _____

**2017 CITY OF LANSING VOLUNTEER NOMINATION
FORM B**

Nominee Information (please print):

Name: _____

Community activities/contribution:

NOTE: An additional sheet(s) may be used to provide more information about community activities and contributions of the volunteer.