

4. INSTRUCTIONS - Use no more than two 8.5" X 11" sheets, that are typed with font size at least 12 points (no handwritten sheets).

Information must be legible and have the following headings:

A) Narrative-

Merit (exemplary service): Describe accomplishments that might distinguish the nominee from others . Examples: leadership, initiative, impact on community, dependability.

B) Data-

Provide quantitative evidence that demonstrates the nominee's involvement and impact . Examples: volunteer hours, length of service, number of people served.

C) Additional Information-

Optionally, you may attach a maximum of two additional pages of supporting documents, including photos or newspaper articles. All entries and accompanying materials become the property of RSVP and will not be returned, so please send copies only, no originals.

Winners will be contacted to provide a photo for the award ceremony.

DEADLINE-

Nominations must be postmarked and mailed to **RSVP** at:
714 7th St. SW, Albuquerque, NM 87102,
no later than **5:00 pm on April 13, 2020.**

For information call (505) 767-5225 or email acgomez@cabq.gov

This program is in memory of Henrietta J. Smith. Henrietta worked with the Department of Senior Affairs for 20 years, most recently as the Program Manager for RSVP. Henrietta also volunteered extensively in the community, making Albuquerque a better place to live.

Winners will be presented with traditional New Mexican Nambé awards and recognized at the May 15, 2020 DSA Volunteer Recognition Breakfast.

To be eco-friendly please look for this award nomination form each year on our City website <http://www.cabq.gov/seniors/volunteer-opportunities>



RSVP

Lead with Experience

Albuquerque Mayor Tim Keller,
Senior Affairs Director Anna M. Sanchez,
and the Department of Senior Affairs
present

Henrietta J. Smith

**RSVP Volunteer Awards
May 15, 2020**



2020 Henrietta J. Smith

Retired & Senior Volunteer Program (RSVP) Volunteer Awards

The City of Albuquerque Department of Senior Affairs (DSA) and the RSVP Advisory Council encourage you to nominate your excellent volunteers! Nominations must be postmarked by April 13, 2020.

ELIGIBILITY

An individual or group must be a member of RSVP and serve in an RSVP assignment.

Each individual should be nominated for one category. You may self-nominate. DSA staff, the Awards Committee, and Judges are not eligible to receive an individual award.

Volunteers and Volunteer Stations are not eligible to receive an award for two consecutive years.

JUDGING

A panel of judges with leadership from the RSVP Advisory Council will carefully review every nomination. The panel reserves the right to reassign to another category any nomination found to be more appropriate to that category.

Awards are given for the period of May 1, 2019-April 30, 2020.

RSVP AWARD CATEGORIES AND CRITERIA

Lifetime Achievement Award

This award honors an individual who, over the course of his or her lifetime, has made significant contributions to Albuquerque/Bernalillo County through volunteer efforts.

Criteria: Exemplary Service, Eight (8) Years of Service or more, Multiple Stations/Assignments

Volunteer of the Year Award

This award honors an individual who, within the past year, has made significant contributions to Albuquerque/Bernalillo County through volunteer efforts.

Criteria: Exemplary Service, One (1) Year of Service or more, Multiple Stations/Assignments

Volunteer Group of the Year Award

This award honors a group that, within the past year, has made significant contributions to Albuquerque/Bernalillo County through volunteer efforts.

Criteria: Exemplary Service, One Year (1) of Service or more, Community Impact

John Palmer Service Award

This award honors a volunteer who has served tirelessly and recorded the most **RSVP** service hours.

Station of the Year Award

This award honors the Volunteer Station that, within the past year, reported the most volunteer activity. Activity is total hours divided by total volunteers.

Nomination Form

1. AWARD CATEGORIES (Must be an RSVP assignment)

- Lifetime Achievement
 Volunteer of the Year
 Station of the Year

* John Palmer Service Award* *Volunteer Group of the Year Award*

** Awarded by RSVP based on recorded hours **

2. NOMINEE (Must be an RSVP member, group, or station)

Full Name

Address

Phone

(Day)

(Night)

3. NOMINATOR

self-nomination check here

Full Name

Address

Phone

(Day)

(Night)

Instructions for Entry Narrative on other side