

## **Nomination Guidelines:**

*Please note that previous award-winners are not eligible for nomination in the same category.*

Complete the [NOMINATION FORM](#). This form is also located online on our Facebook page (Community Volunteer Alliance of Burlington-West Burlington), or on the homepage of the Burlington Public Library website at [www.burlington.lib.ia.us](http://www.burlington.lib.ia.us).

1. Each organization may nominate up to five (5) individuals. Individuals can be nominated in only ONE of the categories listed. Submit one nomination form and one narrative for each nominee.
2. Nominated volunteers must not have received any monetary compensation for their service.
3. The volunteer service must have occurred in Burlington or West Burlington during the past year.
4. Nominations must be made for individual volunteers, not organizations as a whole. **Married couples and pairs of volunteers who consistently volunteer together may be nominated as a unit but will each receive a certificate.**
5. The nominating organization will receive an Organization Reservation Form prior to the actual event. The nominating organization is responsible for inviting and registering their nominees for the luncheon. We will provide a sample invitation for reference with the Organization Reservation Form. The luncheon fee is \$20 per person. Nominating organizations will be responsible for agency representatives and each nominee's fee.
6. Nominations are due by February 23, 2018.