

Submit Your Honoree Information

1) Send Honorees' Information to Volunteer Tennessee

After selecting your Governor's Volunteer Stars Award recipients, **submit your honoree information to Volunteer Tennessee for both the youth and adult who will receive a statewide Governor's Volunteer Stars Award.**

Submissions should be for individuals only. Due to the growing number of counties and individuals being recognized at the GVSA, Volunteer Tennessee cannot accept submissions for more than one adult and one youth per county.

The **DEADLINE** to submit honoree information is: **November 17, 2023**

- Adult submission: <https://www.surveymonkey.com/r/2023GVSA-Adult>
- Youth submission: <https://www.surveymonkey.com/r/2023GVSA-Youth>

It is imperative that names are submitted in a timely manner so that appropriate decisions and accommodations can be made to prepare for the statewide recognition event.

2) Submission Requirements and Requests

The following items will be needed for the online form.

- **County Info:** You will need to include your County Coordinator's Information and County Name, County Mayor's Name, etc.
- **Honoree information:** Name as it should be written on award, phonetic spelling of name, physical address, mailing address (if different), city, state, zip, email address, and phone number. If the honoree is under the age of 19, please also submit parental information.
- **Nominator Profile:** Please include contact information for the nominator of your local honoree. It may be the honoree's local volunteer coordinator, friend, supervisor, etc. Nominators will be notified of the honoree's selection for a Governor's Volunteer Stars Award and will receive more information about the event.
- **Recipient Volunteer Activities:** Submit up to three (3) bullet points with a maximum of 75 words per bullet point that spotlights the honoree's most impactful volunteer efforts. These bullet points should highlight what makes them a volunteer star. Please limit this to a total of 250 words. This info will be shared in award materials. Please review "**Tips for A Great Nomination**" to help highlight your honorees' service.

GVSA Contact: Hope Alexander

Hope.Alexander@tn.gov

615.837.5220



- **Photos:** One digital photo of honorees is required for submission. This photograph should be a clear, quality headshot for the event booklet. If possible, include a “service in action” photo of them volunteering as this may be added to the visual presentation on event day. Photos can be uploaded to the nomination form.
- **Additional Info (Optional):** If you have any information that you feel may be helpful to aid Volunteer Tennessee in celebrating your honoree, please upload information to the nomination form. This could include newspaper articles, resumes, recommendation letters, etc. **Material should be combined into one document.**
- **Nomination Process Information (Adult form only):** You will need to provide information regarding your process. By providing detailed information about your process, Volunteer Tennessee will be able to answer requests from potential nominators statewide. This information will also be included in future County Directories. You will be asked questions regarding your campaign type, judge’s panel, recognition team, and how you ensure an open and fair process.

Once you’ve submitted your honorees’ information, please plan to participate in the statewide GVSA recognition event on **February 18, 2024** in Franklin, TN.

GVSA Contact: Hope Alexander
Hope.Alexander@tn.gov
615.837.5220

