

**INSTRUCTIONS FOR VOLUNTEER NOMINATION PACKAGES**  
**31 FW Volunteer of the Year/Quarter Nomination**

Period of Consideration:  
Date: (Self-Explanatory)

Name of Volunteer:

Position Title: (Title for volunteer position)

Organization: (Where volunteer services are provided)

Supervisor Name and Phone Number: (Supervisor information for volunteer worksite)

Volunteer Position Description: (Brief statement of tasks performed and their importance to the unit's mission)

Award Category: \_\_\_\_ Technical \_\_\_\_ Non-Technical \_\_\_\_ Recreational

**Technical Category;** includes positions requiring specialized skills or training such as Legal Assistants, Red Cross Instructors, Dental/Veterinary/Laboratory and Pharmaceutical specialties.

**Recreational Category;** includes all coaches, sports officials, scouting, and other adult and youth recreational related programs.

**Non-Technical Category;** includes most administrative type positions, teachers' aides, mentors, library aides, spouse club activities, Thrift Shop, Chapel, Post Office, and all others not technical or recreational.)

Number of Hours Volunteered During Award Period: (Volunteer must be registered and hours on file with the base Volunteer Resource Program)

Submitted By: (Name, Grade/Rank)

Specific Accomplishments that make the volunteer outstanding and their impact on the community:

- Used initiatives to begin/complete a project or program
- Found new ways to save time, money, or resources
- Improved services
- Identified a need and found a way to meet it
- Mobilized people to accomplish a specific task to benefit others
- Performed a critical job during an emergency
- Improved quality of life for families assigned to Aviano Air Base