

Volunteer Reward

Purpose

The goal of this effort is to provide a broad based program of volunteer recognition allowing peers, citizens, and business leaders to recognize volunteers for performance and effort which exemplifies a standard of excellence and dedication within the City.

Eligibility

All volunteers are eligible. Volunteers may be only recognized once within a 12 month period.

Definitions

Volunteer: someone who works for the good of the Windcrest community without any enumeration.

Criteria

Examples (but not limited to) of how volunteers may distinguish themselves:

1. Willingly participates in a number of events hosted by the City
2. Aggressively promotes the organization they support
3. Continues to improve their performance by additional training or education
4. Has exhibited exemplary leadership, creativity, cooperation and hard work in their service to Windcrest
5. Has demonstrated sustained commitment to meeting any of Windcrest needs
6. Has helped with a special project or ongoing activities

Award

They will receive a \$25 gift card.

Administration

The process for nominations and selection of award recipients are outlined below:

1. Nominations: An employee, citizen, or business leader may nominate a volunteer for the reward. There is no limit on nominations received. Written nominations may be made by submitting a nomination form describing reasons (with as much detail as possible) why an individual deserves to be recognized for this award.
This nomination form will be available through the front office at City Hall or on the website, and can be mailed or turned in to the City Manager at 8601 Midcrown, Windcrest, Texas 78239.

2. Nomination forms will be collected by the City Manager or his designee. The intent will be to process each nomination within 10 days of initial receipt. All nominations will be dated, time stamped, and logged. At the end of the selection process, all remaining nominations will be disposed of and new nominations will be received.
3. A committee of 3 volunteers selected by the City Manager or the Mayor will serve on the selection committee along with the City Manager and a Council member. A non-volunteer citizen will be selected to serve at each selection meeting.
4. Once the individuals have been identified, the volunteers will be notified in writing. Announcements of the winner will be made on the City website and at a City Council meeting.

The nomination periods will be as follows:

October/November
December/January
February/March
April/May
June/July
August/September



Volunteer Name: _____

Nominated by: _____

Eligibility Period (due last day of each period)

- October / November 2014
- December / January 2015
- February / March 2015
- April/May 2015
- June/July 2015
- August / September 2015

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- Has helped with a special project or ongoing activities
- Other: _____

Comments to support Criteria selection (as much detail as possible).