1. Nominations must be received no later than 5:00 p.m., Tuesday, November 14, 2017. You may nominate in multiple categories and self nominations are accepted.

2. Nominees must be affiliated with or be a nonprofit organization serving Marin County.

3. An incomplete nomination form disqualifies the nomination. Make sure to complete all of the required information for each nomination and respond to all questions.

4. The narrative should be presented in 12–point font and must answer all questions associated with the award category. The narrative must not exceed three (3) pages. Do not include any additional material (except Lifetime Achievement).

5. Nominator must inform nominee of this nomination and ensure he or she will be able to attend the January 11, 2018 Heart of Marin Awards Luncheon.

6. Submit nominations via hard copy to CVNL or online.
   a.) Online nominations: Go to: cvnl.org/2017HeartofMarin
   b.) Hardcopy nominations: Deliver or mail six (6) copies of nomination form on the back side of this panel and six (6) copies of the narrative to:

NOMINATING PROCEDURES
Heart of Marin Awards Nominations
Center for Volunteer & Nonprofit Leadership
65 Mitchell Blvd., Suite 101
San Rafael, CA 94903

Please complete and submit your nominations according to the instructions below.

Every day, passionate individuals like you dedicate their work to advancing our communities. CVNL honors local leaders and their causes at the Heart of Marin Awards.

Join us as we recognize all of the nominees. Share the moment with your family and colleagues. The Heart of Marin Awards Luncheon takes place at the Marin Center Exhibit Hall from 11:00 a.m. to 2:00 p.m. For more information go to cvnl.org.
**VOLUNTEER OF THE YEAR**

The Volunteer of the Year Award and $5,000 for the recipient’s nonprofit will be presented to an individual who has provided exemplary volunteer service to a Marin nonprofit organization.

1. Use examples from the past 12 months, describe how the nominee has shown dedication and commitment to the organization or its constituents.
2. Use examples from the past 12 months, describe how the nominee has demonstrated leadership, dedication and exhibited best practices in volunteer service during the past 12 months.
3. Use examples from the past 12 months, describe how the nominee has supported a collaborative relationship with the executive director and/or the community.
4. Briefly state the organization’s mission and services offered.

**SPONSOR:** Redwood Credit Union

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**EXCELLENCE IN BOARD LEADERSHIP**

The Excellence in Board Leadership Award and $5,000 for the recipient’s nonprofit will be presented to an individual who has demonstrated exemplary service to their constituents.

1. Use examples from the past 12 months, describe how the nominee has demonstrated leadership, dedication and exhibited best practices in nonprofit governance during the past 12 months.
2. Use examples from the past 12 months, describe how the nominee has supported a collaborative relationship with the executive director and/or the community.
3. Briefly state the organization’s mission and services offered.

**SPONSOR:** EO Products and College of Marin

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**ACHIEVEMENT IN NONPROFIT EXCELLENCE**

The Achievement in Nonprofit Excellence Award and $5,000 will be presented to an organization that has demonstrated exemplary service to their constituents.

1. Briefly state the organization’s mission and services offered.
2. Use community need or problem is addressed. Explain how the organization benefits the constituents/community.
3. Describe the measurable outcomes and outcomes that have resulted from the organization’s services.
4. Describe how the organization has sustained excellent service to the community.
5. Explain the level of excellence demonstrated and measured.

**SPONSOR:** Nugget Markets

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**CORPORATE COMMUNITY SERVICE**

The Corporate Community Service Award will be presented to a business that has fostered and encouraged volunteerism and philanthropy among its employees.

1. Briefly state the organization’s mission and services offered. How long has the organization been in existence?
2. Briefly state the organization’s mission and services offered. Why we work with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. With confident and prepared leaders, our nonprofits will be better equipped to create healthy, happy communities.

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**YOUTH VOLUNTEER OF THE YEAR**

Up to five Youth Volunteer of the Year Awards of $1,000 each will be presented to full-time middle or high school students serving a Marin nonprofit in the community, education or faith environment.

1. Provide the school and grade of the nominee.
2. Use examples from the past 12 months, describe how the nominee has demonstrated leadership, dedication and exhibited best practices in nonprofit governance during the past 12 months.
3. Briefly state the organization’s mission and services offered. How long has the organization been in existence?
4. Describe how the nominee has supported a collaborative relationship with the executive director and/or the community.

**SPONSOR:** Bank of Marin

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**LIFETIME ACHIEVEMENT**

The Lifetime Achievement Award and $5,000 for the nominee’s nonprofit will be presented to an individual who has made a positive and notable difference during their career by significantly contributing to address a cause, issue or discipline. This is the only nomination category where additional minutes to expanded upon.

1. Describe the nominee’s body of work and length of time working consistently, visibly, and persistently to address a cause, issue or discipline.
2. How have they addressed or advanced the cause, issue or discipline? Provide up to 3 specific examples, with dates of occurrence, of the nominee’s significant contributions (e.g., strategies, teaching, program design, approaches, etc.).
3. Describe the nominee’s leadership history with examples of how their individual contributions advanced their cause, issue or discipline (e.g., committee and collaboration).
4. How does the nominee’s story inspire others to higher levels of giving, public policy and type of service?

**SPONSOR:** Kaiser Permanente, San Rafael

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**EXCELLENCE IN INNOVATION**

The Excellence in Innovation Award and $5,000 will be presented to an individual, organization or partnership that has developed new, creative and effective strategies for advancing solutions to critical issues in our community.

1. Briefly state the organization’s mission and services offered.
2. How has the organization demonstrated excellence in programs, financial performance and sustainability.
3. Describe how the innovation reflects responsiveness, good management practices and sustainability.
4. What makes it innovative? Provide a specific example or story that demonstrates evidence or results that can be measured.
5. Explain how the level of excellence is assessed and measured: evidence or results if possible.

**SPONSOR:** Pacific Gas and Electric Company and Breguet • Company, LLP

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**AWARDS AND APPLICATIONS**

Nominated Organization or Individual

**Title of Nominator:**

**Address of Nominator:**

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**Phone:**

**Email:**

**Website:**

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Individual Submitting Nomination

**Title of Nominator:**

**Address:**

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**Phone:**

**Email:**

**Website:**

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**Signature:**

**Date:**

Follow the NOMINATING PROCEDURES and complete this form. Return by mail to our office or submit online by Tuesday, November 14, 2017.