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| **Contact Information for Person Submitting Entry:** |
| **Name** |       | **Date** |       |
| **Title** |       |
| **Mailing Address** |       |
| **City/State/Province/Country** |       |
| **Zip/Postal Code** |       |
| **Email Address** |       |
| **Telephone Number (include country & city code)** |       |
| **Relationship to entry submitted** | **[ ]  Co-worker/colleague****[ ]  Subordinate** | **[ ]  Supervisor****[ ]  No relationship****[ ]  Other (specify):**       |
| **IAEM Membership Status** | **[ ]  IAEM Member** (no fee for submission)**[ ]  Non-member** ($75 fee for submission) |
|  |  |
| **Entry Submission Information:** |
| **Name of Person or Organization Nominated** |       |
|  |
| **Contact Information for Award Nominee:** |
| **Contact Name** |       |
| **Mailing Address** |       |
| **City/State/Province/Country** |       |
| **Zip/Postal Code** |       |
| **Email Address** |       |
| **Telephone Number (include country & city code)** |       |
|  |
| **This nominee or organization meets all of the eligibility requirements as listed in the Volunteer Awards Guidelines?** | [ ]  Yes[ ]  No |
|  |
| **Award Category: (Category of Award for this Nomination - Select Only One)** |
| [ ]  **Emergency Management Volunteer of the Year Award** (not eligible for self-nomination)[ ]  **Emergency Management Voluntary Organization of the Year Award** (not eligible for self-nomination) |

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| **Section I: Individual Nomination** (if this is an organizational nomination see the Section II below) |
| **Service:** describe significant contributions to serving as a volunteer. For example, providing disaster relief; conducting or organizing disaster exercises; conducting outreach and education to promote disaster preparedness; writing disaster response, recovery, or other plans incorporated by the voluntary organization or a sponsoring government agency; What is it about the nominee’s service that goes above and beyond expected service delivery? |
|       |
| **Impact**: describe significant impact this individual had to the sponsoring organization and/or people in communities served.  |
|       |
| **Spectrum of service:** voluntary contributions across the range of emergency management (planning, preparedness, mitigation, response, and recovery) is preferred, but is not required. The broader range of contributions in the field receives a greater number of points during judging. |
|       |
| **Length of service:** while this award is for contributions during calendar year 2017, the length of time the nominee has served as a volunteer demonstrates long-term commitment.  |
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| **Section II: Organizational Nomination** |
| **Community Needs Addressed**: Specific needs are addressed and who receives the services of the voluntary organization. May also include an initiative(s) that the organization developed in support of mitigation, preparedness, response and recovery – more than traditional provision of disaster relief services such as shelter, housing, meals, counseling, and financial assistance. |
|       |
| **Operation**: How many volunteers participate; how frequently is service provided; what distinguishes this organization’s volunteer program from others? |
|       |
| **Results**: What specific results were achieved? |
|       |
| **Diversity:** Describe how the organization serves diverse populations as described in the Award Guidelines. State titles of written non-discrimination policies and procedures of the organization. |
|       |

**Nominations for the IAEM-USA Volunteer Awards *must* be submitted on this official nominations form. This form and any supporting letters of endorsement must be emailed to Rebecca Campbell at** **RCampbell@iaem.com** **no later than the deadline listed on the Volunteer Awards Guidelines.**

**Entry Fee:**

* There is no entry fee for current IAEM members who submit entries.
* If a non-member wishes to submit an entry, there is a $75 entry fee per entry.

**IAEM Administrative Procedures:**

* **IAEM members who use their membership status to submit an award nomination at the request of a non‐member** in order to avoid payment of the entry fee are in violation of the IAEM Code of Ethics.
* **Non‐members may ask an IAEM member to submit an entry on their behalf; however, the non-member entry fee will apply**. Non‐members who join IAEM within 60 days of submitting an entry may discount their membership fee by the amount of the entry fee.

Non-member entry fees must be remitted (with a copy of the official entry form) to: IAEM, Attention: Sharon Kelly, 201 Park Washington Court, Falls Church, VA 22046-4527.

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| **Payment Information for non-members:**(You may pay the entry fee via credit card; IAEM accepts VISA, MasterCard, American Express and Discover) |
| **Name of Credit Card Holder** |       |
| **Credit Card Number** |       |
| **Type of Credit Card** | **[ ]  VISA****[ ]  MasterCard** | **[ ]  American Express****[ ]  Discover** |
| **Expiration Date** |       |
| **Security Code** |       |
| **Billing Address (line 1)** |       |
| **Billing Address (line 2)** |       |
| **City/State/Province/Country** |       |
| **Zip/Postal Code** |       |