

## 2012 BLM “Making a Difference” National Volunteer Awards Nomination Criteria and Process

### CRITERIA

Nominees should have demonstrated excellence in one or more of the following areas:

- service to the public lands and the American people
- support of the BLM’s mission
- building of partnerships or stewardship opportunities OR working independently and displaying initiative
- support of the BLM Volunteer Program

### ELIGIBLE NOMINEES (THREE SEPARATE AWARD CATEGORIES)

- Standard Award\*: BLM volunteers, hosted workers, volunteer groups
- Lifetime Achievement Award\*: BLM volunteers, hosted workers, and groups with 10+ years of service to the BLM
- Employee Award: Volunteer Coordinators, volunteer supervisors, volunteer project organizers.

**\*Note:** Volunteers/volunteer groups may *not* be nominated in both the Standard and Lifetime Achievement categories.

### NOMINATION PROCESS

**Note :** All nominations must be approved by a BLM manager. The cover memo accompanying the nomination packet should reflect this management approval.

Nominations should be submitted, preferably via email, through the State/Center Volunteer Coordinator to Bibi Booth of the Division of Education, Interpretation, and Partnerships ([Bibi\\_Booth@blm.gov](mailto:Bibi_Booth@blm.gov)) by March 1, 2012. If a nominee is the State/Center Volunteer Coordinator, that nomination may be submitted by the State/Center separately and directly.

If email is not available, nominations should be sent *by FedEx only* to: Bibi Booth, Bureau of Land Management, 20 M Street, SE, Suite 2134, Washington, D.C. 20003.

### CONTENTS OF NOMINATION PACKAGE

Nominations should not be longer than one page each. Each nomination package must include the following:

- nominee’s name
- nominee’s address
- nominee’s phone number(s), fax number, email address(es)
- name, office address, phone number, and email address of volunteer’s BLM contact/BLM supervisor, or in the case of a BLM employee, the employee’s supervisor

- length of nominee's service in the BLM Volunteer Program (if relevant)
- narrative about the nominee's "Making a Difference" contributions in 2011 (for nominees in Standard or Employee category) or over the course of 10+ years of service (for nominees in the Lifetime Achievement category); the narrative should address/include:
  - a description of the nominee's work or project
  - a description of its significance to BLM's mission, and/or dollar value of contribution
  - a two- or three-sentence summary describing how the volunteer or employee "made a difference"

### **SELECTION PROCESS**

Please note that BLM nominees and private volunteers will be evaluated in separate groups.

A selection committee consisting of one or more BLM Washington Office employees, one BLM field employee (or an employee with field experience), and one or more representatives from external organizations will convene to evaluate award nominees.

In the Standard and Lifetime Achievement categories, judges will *not* be required to select a specific number of winners; rather, they will be encouraged to select those nominees whom they deem to have made the most significant difference in helping BLM manage the public lands.

In the Employee category, one winner will be selected.

### **AWARDS CEREMONY**

"Making a Difference" Award presentations will be made at a special ceremony in May 2012 in Washington, D.C. Details on the ceremony and information on travel arrangements will be provided to winners and their BLM contacts well in advance of the ceremony date.