

“Board Volunteer of Year Award” Nomination Process

I. Eligibility

- Prospective nominees must be a current Board Member volunteer at the time of nomination

II. Who Can Submit Nominations:

- a. Anyone living or working in Teton County during the ‘award calendar year’ can submit a nomination
- b. Self-nominations are not accepted
- c. All materials submitted will be kept confidential
- d. Nominations to be sent:
 - a. Electronically to awatkins@tetoncountywy.gov, include subject line “Board Volunteer Award Submission” (**preferred delivery method**)

OR

- b. Mail to:
 - Teton County Administration Building
 - Attention: Administration Department
 - P.O. Box 3594
 - Jackson, WY 83001

III. Nomination timeline:

- Award is based on calendar year (January through December)
- *December 15th – January 10th*: Nomination submissions are accepted
- Nominations must be received no later than January 10th at 5:00 pm MST
- Nominations received after the closing date will not be considered
- *Mid-January through End-January*: Compile all nominations and supporting materials and send to Board of County Commissioners for review
- *Mid-February*: Board of County Commissioners meet to select award recipient
- *End-February*: Award recipient is notified, and award presented by BCC
- **For 2019 only**, the nomination timeline is accelerated to align with a fall open house dedicated to volunteer board opportunities. Nomination submissions will be accepted from August 1st - August 31st, 2019. Submissions will be compiled for BCC review and award recipient selection between September 2nd – September 13th, 2019, with award presentation to occur at the open house in mid- to late-September.

IV. Selection Process

- The selection of award recipients is based solely on the information provided in the submission form
- Board of County Commissioners review each submission, weighing each category equally
- The candidate who best meets all four criteria is chosen. The criteria used to assess nominations are:
 - Role
 - Impact

- Engagement
 - Inspiration
- A written confirmation will be sent to recipient and nominator will be notified