Maine Volunteer Roll of Honor: Adult Nomination Form

*Managed by Volunteer Maine, the state service commission, 19 Elkins Lane - Rm 105, 105 State House Station, Augusta, ME 04333 (207)624-7792*

INSTRUCTIONS

* To review the award eligibility and other details, go to VolunteerMaine.gov using [THIS LINK](http://volunteermaine.gov/index.php/events-awards/governors-service-volunteerism-awards/adult-volunteer-roll-of-honor).
* This file is formatted for 11 X 17 paper to help you see the entire table. The best text size format is 10 pt Helvetica, Calibri, or Arial. It will aid with proofreading.
* Complete ALL fields in this nomination form. Names, hours, and town of residence will be listed in the newspaper, online for 9 months, and at other recognition.
* The name of the volunteer program within the organization should be entered on each line in the chart below. Add rows as needed. If the file goes to multiple pages, the headers will repeat.
* Use upper/lower case for names, towns, and volunteer program name. Certificates are merged using these fields. ***No corrections are made to your entries.*** Have someone proofread the table before you submit.
* For data that repeats in columns, use the copy/paste function to make multiple entries. Info in the town and program name columns is used to create the media listing (ordered by town) so data is needed for EACH person nominated.
* **Save and rename this file** by adding your agency name first: *[agency]-ROHA-nomination-data.docx* OR *[agency]-ROHA-nomination-data.doc*
* Open the online submission form using [THIS LINK](https://www.surveymonkey.com/r/W8MNNW5) .
* Complete the online form and use the upload function to attach this nomination data form.

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| Organization/Agency Name: |  | Nominator Name and Title: |  |

NOMINEES

|  | **First name** | **Last name** | **Postal address** | **Town/city** | **State** | **Zip code** | **Email** | **Volunteer Program name** | **Annual Total Hours** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0 | Example | Entry | 443 Fire Wood Road | Grimbury | ME | 4000 | [whatever@isp.com](mailto:whatever@isp.com) | Hemlock Usher Readers for Nutrition | 635 |
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