Young Maine Volunteer Roll of Honor: Youth 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/events-awards/governors-service-volunteerism-awards/youth-volunteer-roll-of-honor).
* This file is formatted for 11 X 17 paper to help you see the entire table on a monitor or laptop screen. The best text size format is 10 pt Helvetica, Calibri, or Arial. It will aid with proofreading.
* Do not alter the table format because it will be imported into a database.
* Complete ALL fields in this nomination form. Data is needed for EACH person nominated.
* For every youth under 18, **obtain parental consent to submit the nomination**. This is critical since youth will be named in public recognition at a celebration and in other forms of appreciation. When you certify this nomination, you are stating that you have obtained guardian permission.
* Collect guardian/parent emails because details on pictures, parking, celebration activities, and more will be mailed to the nominator with the expectation you will send the information along to parents/guardians.
* Use upper/lower case for data entered. Names, hours, town of residence and volunteer program(s) will be used to create certificates and other recognition. ***No corrections are made to your entries.*** Have someone proofread the table before you submit.
* The name of the volunteer program should be entered on each line in the table below. Add rows as needed. If the file goes to multiple pages, the headers will repeat. For data that repeats in columns, use the copy/paste function to make multiple entries.
* **Save and rename this file** by adding your agency name first: *[agency]-ROHY-nomination-data.docx* OR *[agency]-ROHY-nomination-data.doc*
* Open the online submission form using [THIS LINK](https://www.surveymonkey.com/r/S3ZMJZM) .
* 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** | **Age** | **Postal address** | **Town/city** | **State** | **Zip code** | **Legal Guardian’s Name** | **Name of Volunteer Program(s)** | **Total Hours** |
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| 0 | Example | Entry | 16 | 443 Fire Wood Road | Grimbury | ME | 4000 | Emily Loring | Hemlock Usher Readers for Nutrition | 635 |
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