

Volunteer Award Coordinator Checklist

Prior to nominations opening:

- ☐ Update award records for volunteers in their Service Unit
- ☐ Receive communication from council about nomination opening date, closing date, Numeral Guard and Years of Service Pin deadlines and communicates this to their Service Unit
- ☐ Hold award information sessions at Service Unit meetings reviewing current awards and their requirements, best practices, and how to write a quality nomination
- ☐ Compile a list of who in their Service Unit is up next to receive Numeral Guard and Years of Service Pins - submit orders on the ["Volunteer Awards Coordinator"](#) page by the identified submission deadline
- ☐ Discuss possible award candidates with the Service Unit Team and compile a list of who will be nominated this year. Recruit volunteers to write additional nominations as needed
- ☐ Review who in their Service Unit has previously earned an award, using Service Unit award records and the History of Adult Awards spreadsheet
- ☐ Plan recognition/appreciation "event" for the Service Unit during the month of May
- ☐ Boost the monthly Troop Leader Spotlight within the Service Unit as a form of information recognition outside of National and GSWCF awards

Month of nominations opening

- ☐ Promote nominations through chosen Service Unit communication channels (social media, service unit meetings, etc.)
- ☐ Ensure volunteers are educated on current awards, their requirements, best practices, and how to write a quality nomination

During the nomination period (_____ - _____)

- ☐ Submit nominations for volunteers agreed upon by the Service Unit team
- ☐ Continue to encourage and promote nominating volunteers through chosen Service Unit communication channels

Volunteer Award Coordinator Checklist (cont.)

During the nomination period (_____ - _____) cont.

- ☐ Educate others on the current awards, best practices, and their criteria as needed
- ☐ Check email for communication from council on who has currently been nominated (weekly)
- ☐ Review current nominations for the Service Unit and monitor who needs additional nominations in order to receive the award
- ☐ Recruit or help coordinate the submission of additional nominations for volunteers in the Service Unit
- ☐ Remind volunteers of upcoming deadlines through chosen Service Unit communication channels (bi-weekly)

During the month of April

- ☐ Lean on April being Volunteer Appreciation Month as a tool to boost nominations in your Service Unit
- ☐ Continue to boost the monthly Troop Leader Spotlight within the Service Unit as a form of information recognition outside of National and GSWCF awards
- ☐ Encourage volunteers in your Service Unit to engage in acts of informal appreciation/recognition with their peers

After the nomination period ends

- ☐ Check email for a list of awardees from the Service Unit, including Volunteer of Excellence recipients
- ☐ Check email for Volunteer of Excellence certificate template and individual nominations

After the Volunteer Awards Ceremony (August/September)

- ☐ Receive awards and certificates of those absent at the award ceremony from Volunteer Development Manager either at Volunteer Leadership Rally, pickup at the Leadership Center, or from Community Manager and coordinate presentation/delivery to recipient