

2005 Volunteer Administrator of the Year Award

AWARD QUALIFICATIONS

1. Nominee shall have worked for a minimum of one year as a volunteer administrator for a nonprofit (501(c)(3) nonprofit status).
2. Nominee shall spend a majority of his/her professional time at a workplace located in Cuyahoga County and/or any of the six contiguous counties (Geauga, Lake, Lorain, Medina, Portage or Summit County).
3. Winner and nominator shall be present to accept the award at FVA's December 2005 Annual Meeting and luncheon on December 13th at Canal Way in the Ohio & Erie Canal Reservation of Cleveland Metroparks in Cuyahoga Heights.

NOMINATION APPLICATION

Each nomination shall contain the following three components for consideration:

1. An essay (typewritten and double-spaced with one-inch margins) divided into five sections describing how the Nominee's volunteer administration and leadership:
 - * **MODELS THE WAY** - "walks the talk"
 - * **INSPIRES A SHARED VISION** - envisions the future, enlists others
 - * **CHALLENGES THE PROCESS** - searches for opportunities, takes risks
 - * **ENABLES OTHERS** - fosters collaboration, strengthens others
 - * **ENCOURAGES THE HEART** - recognizes contributions, celebrates values and victories

Please limit the length of each section to 200 words (1,000 words total)

2. A one-page cover letter by the Nominator summarizing the strengths of the Nominee with Nominator's contact information including phone and email for follow-up information and for notification purposes.
3. Optional: Up to two letters of support can be included.

Mail six (6) copies of the nomination package (essay, cover letter and optional support letters) by October 7, 2005 to:

Chair, Selection Committee
2005 Volunteer Administrator of the Year
Forum for Volunteer Administrators
P.O. Box 770115
Lakewood, OH 44107

The Forum for Volunteer Administrators will notify all Nominators prior to the presentation of the award at its December 2005 meeting. In addition to the presentation, the 2005 Volunteer Administrator of the Year will receive a 2006 FVA membership. FVA reserves the right not to grant the award in any given year.

¹The five leadership attributes are from *The Leadership Challenge* (3rd ed.) by James M. Kouzes and Barry Z. Posner.