





**COLORADO FEDERAL EXECUTIVE BOARD (CFEB)
UNITED WE SERVE AWARDS**

CRITERIA

Recognizing exemplary Volunteer & Community service by Government employees in Colorado

These awards recognize government employees who have demonstrated sustained excellence in volunteer service leading to significant positive outcomes for their communities. These individuals must have demonstrated exceptional leadership skills in recruiting, inspiring, and coordinating groups of volunteers, devoted substantial time and effort to the advancement of volunteerism, or shown a deep commitment of voluntary action to address community needs outside their duties as government employees.

NUMBER OF AWARDS: Four (4) Non-Monetary Awards



-  **Federal Government**
-  **State Government**
-  **City Government**
-  **County Government**

NOMINATION PERIOD: March 14 – April 14, 2023 (Deadline is 5:00 pm MST)

PERFORMANCE PERIOD: Awards recognize on the job performance from January 1 – December 31, 2022


AWARD CEREMONY: May 11, 2023 | 2:00 – 4:00 pm MST | Citizens & Immigration Services Ceremony Room, 12484 E. Weaver Place, Centennial, CO

WHO CAN NOMINATE: Anyone can submit a nomination providing that they have first-hand knowledge of the nominee and the nominee's volunteer activities, and they have permission from the nominee to submit the nomination.

-  Self-nominations are not accepted.
-  One nomination per nominee, multiple entries will result in the disqualification of all your entries and all persons nominated by you.

ELIGIBILITY: Previous winners are not eligible.

Nominees must meet the following criteria:

-  A full time Federal, State, City or County government employee working in the State of Colorado.

COLORADO FEDERAL EXECUTIVE BOARD
PO Box 25567 | Lakewood CO 80225 | 303 202 4588

- ✚ For Federal employees, the nominees must work for a Federal Agency or Field Office located in the State of Colorado at the time the award is presented or working in a regional office that is headquartered in the State of Colorado.
- ✚ At least 18 years of age.
- ✚ Stationed in Colorado if military or deployed as long as the unit they were assigned to is Headquartered in Colorado.

SELECTION PROCESS: The Selection Committee is comprised of members of the Colorado Federal Executive Board (CFEB) Executive Committee and selected members from the CFEB Workforce Development Council.

- ✚ The selections will be based on an assessment of the scope, impact, and outcomes of the nominee’s contributions.
- ✚ The winners, nominators, supervisors & Agency/Field Office directors will be notified by April 28, 2023 or sooner.
- ✚ Selection Committee members and their respective staffs, volunteers, and committee members may not be nominated or submit a nomination.
- ✚ The selections will be based on an assessment of the scope and impact of the outcomes on the community because of the nominee’s ongoing contributions to one or more volunteer projects that are not related to their duties as government employees.
- ✚ **This award is for off-duty volunteer activities only.**

INSTRUCTIONS:

- ✚ One nomination per nominee.
- ✚ Nominations must be completed online by 5:00 pm (MST), 4/17/2023.
- ✚ The nomination must include a letter of support from the charitable organization validating the nominee’s qualifications. The online form will ask you to upload the letter from your computer.
- ✚ We recommend that you read the following nomination information carefully and gather all the information you will need before starting the online nomination.
- ✚ Once you start the online nomination, you can’t save it and come back later to finish.

NOMINATION INFORMATION:

You will need the following information to complete the online nomination.

NOMINEE

- ✚ **NAME**
- ✚ **TITLE**
- ✚ **AGENCY / ADDRESS / CITY / STATE / ZIP**
- ✚ **PHONE**
- ✚ **EMAIL** | If you don’t want the nominee to know, then put the email for the nominator.

NOMINATOR INFORMATION

- + NAME**
- + TITLE**
- + AGENCY / ADDRESS / CITY / STATE / ZIP**
- + PHONE**
- + EMAIL**

CHARITABLE / COMMUNITY ORGANIZATION SUPPORTING THIS NOMINATION NAME

- + TITLE**
- + ADDRESS / CITY / STATE / ZIP**
- + PHONE**
- + EMAIL**
- + LETTER OF SUPPORT – You will be required to upload the letter from your computer.**

NOMINEES SUPERVISOR

- + NAME**
- + TITLE**
- + AGENCY / ADDRESS / CITY / STATE / ZIP**
- + PHONE**
- + EMAIL**

CATEGORY OF THE NOMINATION

- + Federal Government**
- + State Government**
- + City Government**
- + County Government**

NOMINATION QUESTIONS: (Maximum 250 words per question)

- + Please list the nominee’s specific involvement that resulted in significant positive outcomes for the community. Specify total hours for each activity.**
- + Describe the scope and impact of the nominee’s contribution to volunteerism in the community. Emphasize the tangible benefits realized.**
- + List the nominee’s leadership qualities and how they inspire others to volunteer and serve their community?**
- + How many total hours did the nominee donate to the volunteer activities in this nomination from January 1 – December 31, 2022.**