



# SEARCH FOR OUTSTANDING VOLUNTEERS

## NOMINATION REQUIREMENTS



### **NOMINATION CHECKLIST AND DOCUMENTARY REQUIREMENT**

#### For Individual Category

- Nomination Form
- Endorsement from organization in case of an individual volunteer who is a member of an organization and is being nominated for his/her contributions to the organization
- Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Volunteer Program profile including areas of coverage and beneficiaries within the duration set per category
  - Activity reports or write-ups
  - Implementation plan for the past three (3) years for the youth and five (5) years for adult
  - Implementation plan for the following year for both the youth and adult
  - Published and unpublished articles about the nominee or his/her project
  - Testimonials from beneficiaries and/or project partners
  - Awards and/or Certificate of Recognition received related to volunteerism
  - In-action photos
  - Video documentation
  - Security information
  - List of partner organization/s within the duration set per category

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#### For Organization Category

- Nomination Form
- Certificate of registration from SEC and/or other duly recognized accrediting government institution; or recognition as a volunteer organization by the local government, local institution, or community being provided with volunteer services. (GOCCs and LGU are not required to submit.)
- Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Organizational Profile
  - Volunteer Program profile including areas of coverage and beneficiaries
  - Activity reports or write-up
  - Implementation plan for the past three (3) years for corporate and five (5) years for non-profit
  - Implementation plan for the following year for both the corporate and non-profit
  - Published and unpublished articles about the nominee and its project
  - Testimonials from beneficiaries and/or project partners
  - Awards and/or Certificate of Recognition received related to volunteerism
  - In-action photos
  - Video documentation
  - Security information
  - List of partner organization/s within the duration set per category



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### For Special Award for LGU

- Nomination Form
- Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - LGU Profile, list of staff handling volunteer program
  - Volunteer Program profile including areas of coverage, beneficiaries, and list of partners and volunteer individuals or organizations
  - Activity reports or write-up
  - Implementation plan for the past two (2) years
  - Implementation plan for the following year
  - Published and unpublished articles about the nominee and its project
  - Testimonials from beneficiaries and/or project partners
  - Awards and/or Certificate of Recognition received related to volunteerism
  - In-action photos
  - Video documentation
  - Budget Allocation for the Volunteer Program