

FORT CAMPBELL INSTALLATION VOLUNTEER QUARTERLY AWARDS AND
RECOGNITION CEREMONY

**Fort Campbell Installation Volunteer of the Quarter
Award Packet**

Submissions Due:

1Q: 03 APR 24
2Q: 05 JUL 24
3Q: 04 OCT 24
4Q: 03 JAN 25

Selection Committee:

05-08 APR 24
08-10 JUL 24
07-09 OCT 24
06-08 JAN 25

Ceremony Date:

24 APR 24*
17 JUL 24
16 OCT 24
15 JAN 25

Award Description	<p>Fort Campbell Volunteer of the Quarter Award recognizes any outstanding volunteer instrumental in the support of a Unit, Directorate, or Private Organization throughout a specified quarter. Categories include Soldier and Family Readiness Group (SFRG), Child and Youth Services (CYS), Community Services, Other Agencies and Organizations, Outstanding Youth, Soldier, Family.</p> <p>Please see below for the submission and criteria.</p>
Award Presentation	<p>The Volunteer of the Quarter Recognition will take place at Army Community Service, 1501 William C. Lee Road. Light refreshments will be served immediately following the ceremony.</p>
Components	<p>Patriotic Public Service Lapel Pin/Certificate signed BY CG and DCSM. Installation Certificate of Appreciation signed by CG, DCSM, GC and GCSM</p>
Approving Authority	<p>Discretion of Unit, Directorate, Private Organization</p>
Criteria	<ul style="list-style-type: none"> • Must be registered in VMIS WITH HOURS LOGGED. • Units, Directorates and Private Organizations can submit one nominee in each applicable category each quarter. Exception; SFRG category allows 2 nominations. • Nominations must be approved by BDE Commander or Agency Directors/equivalent representatives • Nominations submitted will be reviewed by a selection committee comprised of seven individuals (BN Commanders/Agency Directors/Senior Spouses. Rotating each quarter.) • Categories: SFRG (each Major Unit Command, Major Tenant Command, Separate Unit command) CYS (organizations that service kids) (DFMWR CYS, Boy Scouts, Girl Scouts, DODEA classroom/coaches..) Community Services (IRSO, Fisher House, MWR, MPSP, DHR, Cultural Resources Management, DPW, SEC, BOSS, JAG, ACS..)

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	<p>Other Agencies & Organizations (Fort Campbell Spouse's Club, USO, ASYMCA, ARC, Campbell Crossing, DODEA PTO..)</p> <p>Outstanding Youth, Soldier, Family (any unit, Directorate, Private Organization)</p> <ul style="list-style-type: none"> • Units, Directorates and Private Organizations are responsible to submit quarterly packets to be processed by the due dates outlined above. • 1Q; January, February, March • 2Q; April, May, June • 3Q; July, August, September • 4Q; October, November, December • (VOY Ceremony, NLT 2ND week in April) • Future VOQ ceremonies to be held the 3rd week of the month (1Q Apr; 2Q Jul; 3Q Oct; 4Q Jan on Wednesdays at 1030 am at ACS.**
Submission Packet	<p>Submit individual award packet signed by the Commander and/or Director with:</p> <ul style="list-style-type: none"> • Volunteer name/organization/address/telephone/email • Dates for period of volunteer service (within specified quarter) • Justification memorandum of noteworthy accomplishments; impact and commitment to organization, professionalism
Staffing Channels	<p>Submit completed award packets to: Fort Campbell Army Volunteer Corps Coordinator (AVCC)</p> <ul style="list-style-type: none"> • All Units / Directorates / Private Organizations to the AVCC at Kristen.r.geist-hodgkins.civ@army.mil; 1501 William C. Lee Road, by the submission suspense date.
Notes	<p>The point of contact for this award is the Fort Campbell AVCC. Additional information about this award can be obtained by calling 270.956.2934 or emailing at Kristen.r.geist-hodgkins.civ@army.mil</p> <p>*1Q ceremony date change to 3 MAY 2024 10AM ** Future ceremony locations TBD; proposed moving the ceremonies to the 4th week of the month, pending approval.</p>

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Fort Campbell Volunteer of the Quarter

Submission Packet

DUE DATE:

1Q, 03 APR 24

2Q, 05 JUL 24

3Q, 04 OCT 24

4Q, 03 JAN 25

PART I – VOLUNTEER INFORMATION

NAME: _____

RANK (if applicable): _____

PHONE NUMBER: _____

EMAIL: _____

ORGANIZATION/AGENCY WHERE THEY VOLUNTEER: _____

POSITION: _____

SUBMITTING ORGANIZATION/AGENCY: _____

SUBMITTED BY: _____

(Print or Type Name)

(Signature)

PHONE NUMBER / EMAIL: _____

IF SPOUSE OR FAMILY MEMBER OF ACTIVE DUTY, WHAT UNIT AFFILIATION:

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PART II – JUSTIFICATION MEMORANDUM

JUSTIFICATION MEMORANDUM FOR VOLUNTEER OF THE QUARTER

EXAMPLE

OFFICE SYMBOL

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 1501 William C. Lee
Road, Fort Campbell, Kentucky 4223

SUBJECT: Fort Campbell Installation Volunteer of the Quarter Award for: _____

1. Jane Doe is submitted for the Fort Campbell Installation Volunteer of the Quarter (1st Quarter) Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Campbell Community throughout the 1st Quarter.
3. The noteworthy accomplishments of this volunteer include:
 - a. Number of service hours tracked by VMIS (optional?)
 - b. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES

Brigade Soldier and Family Readiness Group Advisor: Jane Doe has been the driving force behind this group of Advisors and SFRG Leaders, arranging group meetings monthly. She coordinated for different organizations to brief this group on programs and changes taking place in the community.

4. The POC for this is PFC Jane Doe, please contact me at jane.doe.mil@army.mil, or 569-XXXX

(SIGNATURE BLOCK)

Commander/Director