

Volunteer of the Year Instructions:

- a. Volunteer nominations are divided into five categories; Soldier and Family Readiness Group, Child & Youth Services, Community Services, Other Agencies and Organizations, and Outstanding Youth.
- b. Adult categories include; any Family member, Service members, Retirees, or Civilians. The youth category includes only those individuals under the age of 18 years, with a requirement that they must be full time students or homeschooled.
- c. Adult nominees must be registered in the Volunteer Management Information System (VMIS) system as a Fort Campbell, Kentucky Volunteer at vmis.armyfamilywebportal.com, have a completed DD Form 2793, and have a **minimum of 75 documented volunteer hours in the Fort Campbell, Kentucky, community during calendar year 2022**. Youth nominees must be registered in VMIS as a Fort Campbell, Kentucky volunteer at vmis.armyfamilywebportal.com; have a completed DD Form 2793, and have a **minimum of 25 documented volunteer hours in the Fort Campbell, Kentucky, community during calendar year 2022**.
- d. All volunteer nominees must have contributed their volunteer time in their unit on Fort Campbell, Kentucky, or an applicable organization within Fort Campbell, Kentucky.
- e. All nominees must have provided either superior short-term or sustained service which significantly impacted the quality of life of Soldiers, retirees, and/or Family members of Fort Campbell, Kentucky.
- f. Each unit (BDE & BN levels) and organization is eligible to submit **one nominee** unless a youth is also eligible for nomination.
- g. Nominations will only be accepted by utilizing the volunteer nomination form. The Nomination form must include the following information:
 1. Nominee name, up to date mailing address and phone number, and nomination category.
 2. Detailed descriptions of the nominees impact on the unit/organization, and/or Fort Campbell.
 3. Detailed descriptions of the nominee's leadership and planning/organizing abilities, benefits/improved services to the unit/organization, and/or Fort Campbell. The level of commitment, and courteousness/professionalism in their volunteer role.
 4. Point of contact name, unit/organization, and phone number.
- h. Adult nominees are eligible if they have 75 on-post volunteer hours (this can be across units and organizations). If the selected nominee volunteers with more than one Fort Campbell unit and organization, please communicate with that unit and organization to confirm the volunteer's total hours. The nominee write-up should mainly focus on work completed for the category being submitted.
- i. The VMIS volunteer service record (VSR) must be submitted in addition to the nomination form and must be dated 1JAN22 through 31DEC22.
- j. An additional avenue to recognize all volunteers for their service throughout 2022 with a Certificate of Appreciation signed by Garrison Command. No write up or documentation required. Email name to Kristen Geist-Hodgkins, Army Volunteer Corps Coordinator, NLT 10 March 2023.
- k. All volunteer nomination forms must be submitted to Army Community Service, Army Volunteer Corps (AVC) Office no later than 3 March 2023. Please email the nomination form to kristen.r.geist-hodgkins.civ@army.mil. Please ensure the nomination form is void of spelling errors, is grammatically correct, and is legible.