



# GUIDELINES

## Organization of the Year

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### CRITERIA | Applications will be judged on the following criteria:

- ✓ **Achievement:** The nomination must reflect the actual accomplishment(s) achieved through voluntary service **during the 2018 calendar year** (*information pertaining to prior years outside the past calendar year of 2018 will not be considered by judges*).
- ✓ **Community Needs:** The volunteer community service must address unmet human, educational, health, environmental, quality of life or public safety needs.
- ✓ **Ongoing Involvement:** The voluntary community service must be hands-on and ongoing rather than a one-time activity, with the exception of outstanding service for short-term crisis situations, or special projects providing ongoing service that may extend beyond the one-year period.
- ✓ Nominations should respond to each of the five areas listed below to describe the achievement, contribution and impact made to the community by the nominated organization.
- ✓ **A winning organization cannot be nominated the following year.**
- ✓ **Nominated organizations do not have to be based in Dublin, but must provide services which have substantially benefitted the residents of Dublin.**

### NOMINATION PROCEDURE | The following documentation should be submitted:

- Official nomination form or online form at <http://www.dublin.ca.gov/vre/nomination>.
- A 500-word (maximum) summary that describes the nominee's accomplishments based on the five established criteria listed below. *Please note: Accomplishments pertaining to years prior to 2018 will not be considered by the judges.*
- One current photograph of the members of the nominated organization for use at the Volunteer Recognition Event. Digital photographs can be emailed to [Darla.murtaugh@dublin.ca.gov](mailto:Darla.murtaugh@dublin.ca.gov).

**Please call (925) 833-6650 with any questions.**

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*To ensure impartial selection of winner, judging is completed by volunteer judges not affiliated with the City of Dublin.*

Judges will score each nominee using the following rating system:

Fair	Good	Excellent
(1 – 3)	(4 – 7)	(8 – 10)

Nominees will be evaluated on the following five areas:

1. Time and effort spent project(s)/activity in 2018.
2. Overall relevance and importance of project(s)/activity to the community in 2018.
3. Originality and uniqueness of effort(s) in 2018.
4. Overcoming a challenge in accomplishing the project(s)/activity in 2018.
5. Resource utilization, i.e. volunteers, funds, public interest, etc.