

PUTNAM COUNTY YOUTH AWARDS

ADULT VOLUNTEER SERVICE LOG (To be completed by Adult Nominee)

YOU MAY MAKE COPIES OF THIS FOR IF YOU NEED MORE SPACE

DEADLINE: FRIDAY, JANUARY 20, 2017

NOTE: NO ATTACHMENTS AND NO FAXES WILL BE ACCEPTED FOR CONSIDERATION

Nominee's Full Name: _____

Date: _____

Complete Mailing Address: _____

Town: _____

ZIP: _____

E-Mail Address: _____

Phone No.: _____

This volunteer service log MUST include community volunteer service performed in 2016; then list prior volunteer service in PUTNAM COUNTY within the last 4 years.

Organization or Agency Served	Type of Service Performed	<u>Dates + Total # Hrs. Per</u> (CIRCLE ONE) Year/Month/Week	Contact Person/Address/Phone Number
		_____ - _____ From To # of Hours Served: _____ per (CIRCLE ONE) YEAR/MONTH/WEEK	
		_____ - _____ From To # of Hours Served: _____ per (CIRCLE ONE) YEAR/MONTH/WEEK	
		_____ - _____ From To # of Hours Served: _____ per (CIRCLE ONE) YEAR/MONTH/WEEK	
		_____ - _____ From To # of Hours Served: _____ per (CIRCLE ONE) YEAR/MONTH/WEEK	
		_____ - _____ From To # of Hours Served: _____ per (CIRCLE ONE) YEAR/MONTH/WEEK	

Putnam County Youth Bureau
110 Old Route Six - Building Three
Carmel, New York 10512—2119

Questions?: Call the Youth Bureau (845) 808-1600 Ext. 46113

DEADLINE: FRIDAY, JANUARY 20, 2017

2017 Putnam County Youth Awards

ADULT Service Award

Dear _____,

_____ has been nominated to receive our 2017 Putnam County Adult Volunteer Service Award.

Please complete the attached Reference Form and return it to the Putnam County Youth Bureau BY FRIDAY, JANUARY 20, 2017. Should you have any questions, please call the Youth Bureau (845) – 808-1600 Ext. 46113.

Thank you very much for your assistance.

Sincerely,

The Putnam County Youth Bureau Staff

PUTNAM COUNTY YOUTH BUREAU
Donald B. Smith Government Campus
110 Old Route Six - Building Three
Carmel, New York 10512—2119
(845) 808-1600 Ext. 46113

Putnam Youth Volunteer Awards

**NOMINEES MUST SUBMIT ALL THEIR YOUTH AWARDS DOCUMENTATION
BY OR BEFORE FRIDAY, JANUARY 20, 2017 @ 12 NOON!**

PUTNAM COUNTY ADULT VOLUNTEER *REFERENCE FORM GUIDELINES*

NOTE: ABSOLUTELY NO ATTACHMENTS WILL BE CONSIDERED

We have exciting news! _____ was nominated for a 2017 Adult Volunteer Award for his/her outstanding volunteer service with the YOUTH of Putnam County.

- All Sections of Reference Forms **MUST BE COMPLETELY FILLED IN** for candidate to be considered.
- Print the nominee's name on the TOP of EACH page in case they get separated.
- Reference forms must provide **specific information re: quality & quantity of volunteer work performed.** *Our Focus is Community Service that benefits Putnam Residents.*
- To be eligible for consideration, each Adult Candidate must have a complete packet containing 3 completed Reference Forms and one detailed ADULT Volunteer Service Log!

DEADLINE: FRIDAY, JANUARY 20, 2017 at 12 Noon!

ALL COMPLETE PACKETS WILL BE REVIEWED, SCORED AND RANKED BY A SELECTION COMMITTEE. Those chosen to receive a 2017 ADULT Volunteer Award will be honored at our Annual Youth Awards Dinner on Friday, April 7, 2017 at Putnam County Golf Club.

QUESTIONS? Call the Youth Bureau (845) 808-1600 and leave a message on Ext 46113 with your question and daytime phone number. We will return your call as soon as possible

THANK YOU FOR YOUR INTEREST IN THE YOUTH OF PUTNAM COUNTY!

SPONSORED BY THE

PUTNAM COUNTY YOUTH BUREAU & PUTNAM COUNTY YOUTH BOARD

110 OLD ROUTE SIX - BUILDING 3 - CARMEL, NY 10512

PHONE (845) 808-1600 EXT. 46113

2017 PUTNAM COUNTY YOUTH AWARDS — ADULT REFERENCE FORM

TO BE COMPLETED BY REFERENCE (PLEASE PRINT OR TYPE)

RETURN TO YOUTH BUREAU BY FRIDAY, JANUARY 20, 2017 @ 12 NOON

Page 1 of 2:

SECTION 1: Name of Adult Nominee: _____ Date: _____

SECTION 2:

Completed By - Name of Reference: _____

Daytime Phone: _____ E-Mail (please print): _____

Organization/Agency (If applicable): _____

Complete Mailing Address: _____ Town/ZIP: _____

Type / Name of Service this adult volunteer performed: _____

PLEASE NOTE: Reference forms "MAY NOT" be completed by Immediate Family of the Nominee

SECTION 3: Please provide your overall impression of the Adult Nominee in the following categories (Please circle appropriate rating and provide additional comments):

1 = POOR 2 = FAIR 3 = GOOD 4 = OUTSTANDING

Commitment/Consistency of Service to Youth (Demonstrated by on-going involvement with individual youth, youth-serving organizations, and/or the community):

1 2 3 4

Please describe this nominee's commitment level to this service project and/or your organization: _____

Attitude (Demonstrated by nominee's spirit, behavior, character, and respect towards individual youth, organizations and/or the community he/she is serving):

1 2 3 4

Please describe this nominee's attitude towards the service he/she is taking part in: _____

Positive Role Model (Demonstrated by how well this nominee serves as a role model for youth):

1 2 3 4

Please describe how this nominee has demonstrated that he/she is a positive role model for youth: _____

NO ATTACHMENTS ACCEPTED; NO FAXES ACCEPTED

DEADLINE: FRIDAY, JANUARY 20, 2017 @ 12 NOON

Leadership (Demonstrated by how this nominee shows his/her innovation, initiative, and leadership skills in volunteer service efforts with individual youth, youth-serving organizations, and/or the community):

1 2 3 4

Please describe how this nominee has demonstrated leadership: _____

SECTION 4: VOLUNTEER SERVICE VALIDATION

- List volunteer service you are *personally familiar with*. Service performed with youth in Putnam County in the last 4 years will be considered.
- If volunteer’s commitment is for multiple years, please detail: e.g. Boy Scouts–Monthly meetings-4 yrs (2012-2016)
- If nominee served in various roles in the organization, be sure to list each position separately.

Organization/Agency the Nominee has Served (INCLUDE PHONE & Contact Person)	Type of Service Performed	Hours Per Year/Month/Week (Circle one of the above)	Approximate Duration of Service (e.g. 1/12 to 12/16)
			_____ to _____

PUTNAM COUNTY YOUTH BUREAU

Donald B. Smith Government Campus
 110 Old Route Six - Building Three
 Carmel, New York 10512—2119
 (845) 808-1600

QUESTIONS: CALL EXT. 46113; Leave a message for Chris Andrews, Youth Bureau Secretary

NO ATTACHMENTS ACCEPTED; NO FAXES ACCEPTED

**DUE IN THE YOUTH BUREAU BY:
FRIDAY, JANUARY 20, 2017 @ 12 NOON**