

**PUTNAM COUNTY YOUTH AWARDS**

**YOUTH VOLUNTEER SERVICE LOG (To be completed by Youth 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**

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## ***YOUTH AWARD NOMINEES REFERENCE FORM***

Dear \_\_\_\_\_,

I have been nominated to receive a 2017 Putnam County Youth Award.

I would be very grateful if you would complete this Reference Form on my behalf and RETURN IT TO ME BY FRIDAY, JANUARY 13, 2017.

I must submit my complete Youth Awards Packet, with all required forms, to the Putnam County Youth Bureau BY FRIDAY, JANUARY 20, 2017.

Thank you very much for your assistance.

Sincerely,

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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 YOUTH VOLUNTEER** *REFERENCE FORM GUIDELINES*

**NOTE: ABSOLUTELY NO ATTACHMENTS WILL BE CONSIDERED**

We have exciting news! \_\_\_\_\_ was nominated for a 2017 Youth 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 Youth Candidate must have a complete packet containing 3 completed Reference Forms and one detailed YOUTH 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 YOUTH 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 — YOUTH REFERENCE FORM

TO BE COMPLETED BY REFERENCE (PLEASE PRINT OR TYPE)

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

## Reference Forms "MAY NOT" Be Completed by a Nominee's Parent or Relative

PLEASE PRINT OR TYPE

PAGE 1 OF 2

**SECTION 1:** Name of Youth Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

### **SECTION 2:**

Completed By - Name of Reference \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Organization/Agency (If applicable): \_\_\_\_\_ E-Mail \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Town/ZIP: \_\_\_\_\_

Type / Name of Service this youth volunteer performed: \_\_\_\_\_

### **SECTION 3:** PLEASE RATE YOUR OVERALL IMPRESSION OF THE NOMINEE IN THE FOLLOWING 4 CATEGORIES (CIRCLE ONE):

#### **SCORING GUIDE:**

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

- COMMITMENT/CONSISTENCY TO SERVICE:** (Demonstrated by the nominee's ongoing involvement to service organizations, individuals 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 individuals, 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 this nominee has served as a role model for his/her peers):

**1                      2                      3                      4**

Please describe how this nominee has demonstrated that he/she is a positive role model: \_\_\_\_\_

**NO ATTACHMENTS ACCEPTED; NO FAXES ACCEPTED**

**DEADLINE: FRIDAY, JANUARY 20, 2017 @ 12 NOON**

