



Official Rules and Guidelines for the Governor and First Lady's Medals for Service Award Nominations

1. Nominations must be received by CaliforniaVolunteers no later than **5:00pm on Wednesday, March 31, 2010**. All nominations must be completed, on-time, in their entirety. Partial and/or late nominations and late letters of support and additional materials will not be accepted.
2. Online nominations are strongly encouraged and should be submitted via the CaliforniaVolunteers.org website. Mail-in nominations are acceptable and can be mailed to:

CaliforniaVolunteers
Governor and First Lady's Medals for Service Nominations
1110 K Street
Sacramento, CA 95814
3. Void where prohibited by law. Employees of CaliforniaVolunteers, their respective sub grantees, subcontractors, jurisdictions, affiliates, advertising/promotional agencies, vendors and the members of the immediate family or those living in the same household of such individuals are ineligible. Limit one award per person, family, household, business or organization. No purchase or other consideration is required to participate.
4. Nominees must have had a significant, measurable impact on their community, region and/or the state of California through the act of volunteerism. All nominees must carry out the majority of their volunteer service in California. Individual nominees must reside in California. Businesses must be based in or have a significant presence in California. Nonprofit organizations must be based in California.
5. Nominations may be submitted by the nominees themselves or by a third party.
6. Separate nomination packets may be submitted for as many nominees as desired. Nominating multiple volunteers in the same role, in the same organization will not increase the likelihood of an award. Nominating the same nominee multiple times and/or in multiple categories will not increase the likelihood of an award.
7. All nominations must include a letter of support from someone other than the Nominator or the Nominee. This letter should be attached as a Word or PDF document to the online form, if submitting the nomination online. *(Note that online document uploading may take a few minutes, depending on file size.)* If submitting a mail-in nomination, this letter should be mailed with the nomination form and not sent separately.
8. Additional materials are optional. They can include additional relevant information about the nominee, additional letters of support, photos, testimonials, news clippings, pamphlets, etc. PDF documents are preferred; Word documents are acceptable. If submitting the nomination online, additional materials should be sent to: recognition@CaliforniaVolunteers.ca.gov. The subject line of the email should read: "Additional Materials: (Nominee Name)".
9. Electronic additional materials (video, CD, etc.) are acceptable and should be included as part of a mail-in nomination. Electronic materials should be no longer than 5 minutes in length.

10. Please tell the nominee that they have been nominated for the Governor and First Lady's Medal for Service.
11. Nominations will be reviewed and winners selected by a committee comprised of the Governor, First Lady, community members and CaliforniaVolunteers staff. Decisions of the selection committee are final. Award recipients will be notified **ON or BEFORE April 21, 2010**.
12. Winners will receive an award to be presented at the California Museum for Women, History and the Arts **ON OR AROUND Thursday, May 6, 2010**. Winners should plan to attend the awards presentation in order to receive their award in-person; travel and accommodations for award recipients will be paid by CaliforniaVolunteers.
13. The name and likeness of each winner may be publicly used by CaliforniaVolunteers for informational and promotional purposes on CaliforniaVolunteers' Web site and other media. Candidates who have nominated themselves are deemed to have given their consent to this use of their name and likeness. Candidates who were nominated by another person will be required to give their consent to use their name and likeness.
14. By submitting a nomination, participants agree to all rules as set forth in the Official Rules and Guidelines. Participants agree that all nominations become the sole property of CaliforniaVolunteers and may be reproduced in whole or in part (i.e. modified and / or edited in any form whatsoever) by CaliforniaVolunteers without further compensation or notification.
15. By submitting a nomination, participants attest that they are eligible according to the Official Rules and Guidelines and that their nomination is truthful and authentic. Failure to comply with requirements will result in forfeiture of the award. Awards will then be given to the next highest judged nomination. Nominators may have access to their entry at any time via CaliforniaVolunteers by emailing recognition@CaliforniaVolunteers.ca.gov as provided by the Information Practices Act.
16. For a list of award winners, visit www.CaliforniaVolunteers.org **ON or AROUND May 13, 2010**.