NOMINATION CHECKLIST AND DOCUMENTARY REQUIREMENT

For Individual Category

☐ Nomination Form

☐ Endorsement from organization in case of an individual volunteer who is a member of an organization and is being nominated for his/her contributions to the organization

☐ Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  • Volunteer Program profile including areas of coverage and beneficiaries within the duration set per category
  • Activity reports or write-ups
  • Implementation plan for the past three (3) years for the youth and five (5) years for adult
  • Implementation plan for the following year for both the youth and adult
  • Published and unpublished articles about the nominee or his/her project
  • Testimonials from beneficiaries and/or project partners
  • Awards and/or Certificate of Recognition received related to volunteerism
  • In-action photos
  • Video documentation
  • Security information
  • List of partner organization/s within the duration set per category

For Organization Category

☐ Nomination Form

☐ Certificate of registration from SEC and/or other duly recognized accrediting government institution; or recognition as a volunteer organization by the local government, local institution, or community being provided with volunteer services. (GOCCs and LGU are not required to submit.)

☐ Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  • Organizational Profile
  • Volunteer Program profile including areas of coverage and beneficiaries
  • Activity reports or write-up
  • Implementation plan for the past three (3) years for corporate and five (5) years for non-profit
  • Implementation plan for the following year for both the corporate and non-profit
  • Published and unpublished articles about the nominee and its project
  • Testimonials from beneficiaries and/or project partners
  • Awards and/or Certificate of Recognition received related to volunteerism
  • In-action photos
  • Video documentation
  • Security information
  • List of partner organization/s within the duration set per category
For Special Award for LGU

☐ Nomination Form

☐ Supporting documents to the accomplishments of the nominee that may include but is not limited to:

- LGU Profile, list of staff handling volunteer program
- Volunteer Program profile including areas of coverage, beneficiaries, and list of partners and volunteer individuals or organizations
- Activity reports or write-up
- Implementation plan for the past two (2) years
- Implementation plan for the following year
- Published and unpublished articles about the nominee and its project
- Testimonials from beneficiaries and/or project partners
- Awards and/or Certificate of Recognition received related to volunteerism
- In-action photos
- Video documentation
- Budget Allocation for the Volunteer Program