



AT&T National Pioneers Organization Awards Program Manual

“Answering the Call of Those in Need”

***This manual covers the period of October 1, 2018
to October 1, 2019, unless otherwise specified.***

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AT&T Pioneers
2019
“Answering the Call of Those in Need”



The AT&T Pioneers are a dynamic network of volunteers who move those in need from adversity to achievement. We’ve been working together for over one hundred years now, and the positive impact we’ve had on the lives of the people we serve is immeasurable. We’re confident in our ability to continue making the world a better place, starting right in our own hometowns. Deeply connected to our communities, our strategic partners and each other, we are committed to meeting the unique needs of our local communities through grassroots projects and programs.

AT&T Pioneers invite you to join our FACEBOOK page where you can see some of the highlights of our conference and current events:

<http://www.facebook.com/pages/ATT-Pioneers/554818874538656>

Invite you friends and family to join our page as well. We look forward to all your LIKES and comments.

AT&T Pioneers invite you to visit our website:

<http://www.attpioneers.org>

AT&T National Pioneers Organization Awards Program Overview

This awards manual contains information regarding awards available from the AT&T National Pioneers Organization for accomplishments during the current awards period (October 1, 2018 – October 1, 2019).

The awards timeframe includes October 1, 2018 – October 1, 2019.

There are six categories of national awards.

The award overviews and application forms for each award are included in this manual. Applications are evaluated on the information supplied. Therefore, applications not including all mandatory information by the due date are ineligible for consideration.

Award Categories:

1. Community Impact
2. Project Excellence
 - a. Education
 - b. Life Enrichment
 - c. Health and Human Services
 - d. Environment
 - e. Military
3. Individual Pioneer Excellence
4. Excellence in New Member Growth
5. Excellence in Volunteer Engagement
6. Spotlight Project Award

Eligible Projects:

- Any Pioneers projects/events that occur during the period of October 1, 2018 – October 1, 2019.
- Projects that have not won may be resubmitted for award consideration if the project is current and the application has been updated from the previous submission.
- Projects that have won an award in the past 2 years may be resubmitted if the project has been significantly enhanced/improved.

Mandatory Qualification Procedures:

- **Use of the “2019 Revision” (see footer) application form is mandatory** – found at <http://attpioneers.org/awards-center/>
- Answer all questions/fields. If not applicable, enter N/A.
- Incomplete applications will be disqualified at the Group Review level.
- All applications and attachments must be submitted in English.
- Include all mandatory attachments as separate files, not as embedded links or files in the application. The exception to this request for attachments is for photos, whereas it would be acceptable for images to be placed on the application amongst the answers.

Attachments:

Attaching additional supporting files to the application is optional.

**Supporting files include but are not limited to: videos, media clippings, audio files, thank you notes/letters, Power Point files, newsletters, e-mails, photographs etc.*

There is no limit of additional supporting files per application.

Application/Attachment Naming Instructions:

Community Impact:

- Application – unitname.ci.app
- Letter of Impact – unitname.ci.loi
- Supporting Documents – unitname.ci.sd1, unitname.ci.sd2, unitname.ci.sd3, unitname.ci.sd4, unitname.ci.sd5, etc.

Project Excellence:

- Application – unitname.pe.app
- Supporting Documents – unitname.pe.sd1, unitname.pe.sd2, unitname.pe.sd3, unitname.pe.sd4, unitname.pe.sd5

Individual Pioneer Excellence:

- Application – name.ie.app (karibiesendorfer.ie.app)

- Supporting Documents – name.ie.sd1, name.ie.sd2, name.ie.sd3, name.ie.sd4, name.ie.sd5

Image Requirements:

Pictures or scanned images are highly recommended and may be used in the awards presentation:

- Including the image within the application document as a viewable embedded image (as opposed to an image icon). If placing the image directly onto the application, it is suitable to submit the original image as an attachment.
- The .tiff format is the best quality, but a high resolution .jpeg format works well too.
- 100 dpi and 600x480 pixel ratio is a minimum for Pioneers to use in the finalist video.
- Pictures not meeting the image requirements may not be used in the Awards Presentation.

Entry Procedures and Deadline:

- Each final application form must be sent in electronic format to your appropriate email box. Be sure to check with your respective chapters for your group's internal submission date.
 - Each group is responsible for communicating their respective early deadlines for review/editing/submission.
- The AT&T National Pioneers Organization will only accept applications for the judging process from the chapters.
- Applications are due to AT&T National Awards Committee **October 15, 2019.**
- Incomplete and/or late applications will not be accepted and should not be submitted to AT&T National Awards Committee directly should be sent to your local chapter.
- Please use a **blue font** when replying to questions in the application. This helps the review team, internal and external judges, determine the question from the answers.
- When submitting a project into the Project Excellence category, the project must be entered in to one sub-category only, not multiple.

Preliminary Group Review/Process:

Any preliminary application review and/or editing process taking place at the group level before final submission to AT&T National Pioneers Organization must be finalized before the **October 15, 2019** deadline.

Dates the applications are due to the Awards Committee Member for the preliminary group review are at the discretion of the individual group and will be communicated by the Awards Committee Member/VP.

AT&T National Pioneers Organization Awards Program Judging Process:

1. Group Review– a team of Pioneers at the group level led by the AT&T National Awards Committee Member determines if applications meet the mandatory guidelines and requirements necessary to be submitted to AT&T National Awards Committee for the Internal and External judging process. If applications meet all requirements, they are sent on to round one of judging (Internal Judging). If an application does not meet the mandatory requirements, if the wrong application form is submitted or if it is incomplete, that application is disqualified for submission to Pioneers National Awards Committee at the group level.
2. Internal Judging – a team of Pioneers from across the organization determines the top applications that are sent on to round two of judging.
3. External Judging – a team of non-Pioneers who are subject matter experts in the category they judge determines the finalists and winners of the AT&T National Pioneers Organization Awards Program.

Presentation of Awards:

All winners will be recognized should there be an Annual Meeting in 2020. The awards ceremony is open to all attendees. All units who win awards will be recognized on stage in the business session of the Annual Meeting. The winning unit may choose up to two volunteer representatives to go on stage and accept the award. All winners will be publicized on the Pioneers website (Should there be an Annual Meeting).

Winning chapters and individuals will receive a monetary amount of \$300 to use toward project/programs.

Questions/Comments:

If you have any questions, please contact your AT&T National Awards Committee Chairperson Jay Foster via email jf2130@att.com or Co-Chair Karee Craig via email kareec@sbcglobal.net

AT&T National Awards Committee Members

Jay Foster – jf2130@att.com (Chair)
Karee Craig – kareec@sbcglobal.net (816) 229-2535 (Secretary)
Dennis Benton – National Awards Committee Member
Edna Dieudonne – National Awards Committee Member
Kishia Pittman – National Awards Committee Member
Cornell Smith – National Awards Committee Member
Nancy Dresser – National Awards Committee Member
Mark Williams – National Awards Committee Member

Award Mailboxes and deadlines

Community Impact Award	CommunityImpact@attpioneers.com Winners will receive a monetary donation of \$300	Submission Deadline: October 15, 2019
Individual Pioneer Excellence Award	IndividualExcellence@attpioneers.com Winners will receive a monetary donation of \$300	Submission Deadline: October 15, 2019
Project Excellence Award	ProjectExcellence@attpioneers.com Winners will receive a monetary donation of \$300	Submission Deadline: October 15, 2019
Excellence in New Member Growth Award	NewMemberGrowth@attpioneers.com Winners will receive a monetary donation of \$100	Submission Deadline: October 15, 2019
Excellence in Volunteer Engagement Award	VolunteerEngagement@attpioneers.com Winners will receive an award certificate	Submission Deadline: October 15, 2019
Spark Of Excellence Award	SOE@attpioneers.com Gold Winners: Points (95-100 pts) - Monetary Award \$300 Silver Winners: Points (85-94 pts) - Monetary Award \$200 Bronze Winners: Points (75-85 pts) - Monetary Award \$100 Honorable Mention: Points (51-74 pts) - Certificate	Submission Deadline: February 1, 2020
Spotlight Project Award	Recognition@attpioneers.com Three winners will be named each quarter, with a \$50 prize being awarded to the Club/Council/Chapter.	Submission Deadline: Quarterly – Mar 31, 2019 Jun 30, 2019 Sept 30, 2019 Dec 31, 2019

Presentation of Awards

Physical and/or Financial Awards:

1. Community Impact
2. Project Excellence
3. Individual Excellence
4. Excellence in New Member Growth
5. Excellence in Volunteer Engagement

Community Impact Award Overview

Please use a blue font for the application responses

Explanation of Award

This award is designed to recognize a Pioneer unit's overall cumulative impact on its community throughout the awards period and over time either in a Geographic Area or with a Community of People. Applications will be evaluated according to the following criteria:

1. Recognition as community leaders (20 points)
2. Responsiveness to community needs (20 points)
3. Community partnerships and recognition (20 points)
4. Engagement of Pioneers and non-Pioneers (20 points)
5. Impact on the community (20 points)

Eligibility:

Any Pioneer unit is eligible for the Community Impact Award, including Chapters, Councils and Clubs.

Community Impact Award Application

Please use a blue font for the application responses

Chapter Information

Applicant's Information:

- a. First and Last Name:
- b. Role/Title:
- c. Phone Number:
- d. E-mail Address:

Unit Information:

- e. Chapter:
- f. Total number of members in chapter (will be verified in PALS):

Unit's Chapter President or Treasurer information:

- g. Contact First and Last Name:
- h. Title:
- i. Street Address (not P.O. Box):
- j. City:
- k. State/Province:
- l. Zip/Postal Code:
- m. Phone Number of Contact Person:
- n. Unit or Unit's Contact's E-mail Address:

If this is a winning application, the unit will receive a monetary amount of \$300 to use toward project/programs.

List the names of two representatives and their title/role from the Pioneer chapter who the National Pioneers Organization should call to accept the award should there be an Annual Meeting (if this is a winning application).

1. Rep #1:
2. Rep #2:

Community Responsiveness and Need – 30 points

1. Give examples of your responsiveness to community needs. Provide examples of at least three of the five core groups of Pioneering:

Response typed here.

Judging Criteria

Q1: These will be examples of the various projects worked to address the community need. More points will be awarded when a variety of projects are depicted. Elaborate on how the projects helped address the community need. Submissions should cover at least three core

Pioneer Engagement – 20 points

2. Use the table to depict Pioneer Engagement. More importantly, describe the Pioneer Engagement.

<i>Engaged Pioneers</i>	# of Volunteers	# of Hours
Pioneers	0	0
Partners	0	0
Others from AT&T Based Groups	0	0
Others from non-AT&T Groups	0	0

Describe the level and variety of Pioneer Engagement:

Response typed here.

Judging Criteria

Q2: This section allows the judges to see the vastness of Pioneer Engagement. More points are awarded when it is clear that many Pioneers and Others participated.

Impact on the Community – 30 points

3. Provide examples of recognition from the recipient organization/person that was impacted by your response to their needs.

Response typed here.

Judging Criteria

Q3: These examples will help the judges understand that the recipients were indeed grateful and felt the positive impact. It is acceptable to share quotes, social media mentions, anecdotes, letters, anything that shows their appreciation.

Pioneer Branding and Recognition - 20 points

4. Provide examples of media mentions for your project. These examples will showcase how the Pioneer Brand was seen while helping your community.

<i>Branding Methods</i>	# of Occurrences	# of Examples Attached
Wearing T-Shirt		
Posts to Social Media		
Posts to Website(s)		
Use of Banner		
Give, Work, Play mentions		
Newsletters		
Television		
Newspaper		
Radio		
Flyers		

Judging Criteria

Q4: 10pts for five or more occurrences, 8pts for four occurrences, 6pts for three occurrences, 4pts for two occurrences, 2pts for one occurrence. Points are doubled by providing examples of the occurrence: hyperlink to news story, image of social media, image of shirts worn at project, etc.

*Notes: Final entries must be forwarded to the Award Committee at this email address: CommunityImpact@attpioneers.com on or before **October 15, 2019**. The group Award Committee Member will forward the qualifying applications to the National Pioneers Organization. Forms must be submitted in electronic format only. Late applications will not be considered.*

Individual Pioneer Excellence Award Overview

Explanation of Award:

This award is designed to recognize individual Pioneers who go above and beyond to answer the call of those in need. There are categories for regular member and life member (one regular and one life member will receive an award). Applications will be evaluated per the following criteria:

1. Level of Involvement (20 points)
2. Branding/Media (20 points)
3. Membership Engagement (20 points)
4. Leadership Qualities (20 points)
5. Distinguishable Characteristics (20 points)

Eligibility:

All Regular members and Life members are eligible.

Individual Pioneer Excellence Award Application

Please use a blue font for the application responses

Group/Chapter Information

1. Individual Pioneer Excellence Nominee's Information (and shipping address for award):
 - a. Member Type (regular, life):
 - b. First and Last Name:
 - c. Role/Title:
 - d. Chapter/Council/Club Name (if Club, need name of Council and Chapter, etc.):
 - e. Street Address (not P.O. Box):
 - f. City:
 - g. State/Province:
 - h. Zip/Postal Code:
 - i. E-mail Address:
 - j. Phone Number:

2. Submitting Applicant's Information:
 - a. First and Last Name:
 - b. Role/Title:
 - c. Phone Number:
 - d. E-mail Address:

3. If this is a winning application, the individual will receive a monetary amount of \$300 to use towards projects/programs.

Level of Involvement - 20 points

4. Why do you believe your nominee deserves this award?

5. What role did this individual play in the success of the group or a project?

6. What level of involvement did this individual have? How many volunteer hours were reported for this member during the timeframe of October 1, 2018 – October 1, 2019?
7. What actions demonstrate the individual's ongoing commitment to the success of Pioneering?
8. Describe the nominee's volunteer service and the need for this service.
9. Describe the impact or difference the nominee made on the community.
10. How did the individual's overall contribution improve or strengthen the Pioneer organization?

Branding/Media – 20 points

11. What branding/promotional actions were performed or managed by this individual to promote awareness of the organization to the sponsoring company (where applicable) and/or the community?
12. What level of publicity was generated by the activities of this individual?

Membership Engagement – 20 points

13. Did the nominee start a new program, use new methods to solve problems, initiate activities, promote collaboration with other organizations? (Y/N/NA; Please explain).
14. How was the membership and/or potential membership influenced by this individual's actions?
15. Has this individual recruited new members and/or first time volunteers? If so, how many?

Leadership Qualities- 20 points

16. Describe the leadership qualities exhibited by the individual (for examples, see below):
 - a. Motivator- leads by example?
 - b. Communicator- is clear about what needs to be done?
 - c. Focused on community needs?
 - d. Honesty and integrity?
 - e. Financially responsible?
 - f. Other?

17. How did the individual use his/her influence to meet the needs of the community and further the group's goals and objectives?

Distinguishable Characteristics- 20 points

18. What other characteristics, involvement, or actions (separate from those described above) would distinguish this individual from other volunteers?

*Notes: Final entries must be forwarded to the Award Committee at this email address: IndividualExcellence@attpioneers.com on or before **October 15, 2019**. The group Award Committee Member will forward the qualifying applications to the National Pioneers Organization. Forms must be submitted in electronic format only. Late applications will not be accepted.*

Project Excellence Award Overview

Explanation of Project Excellence Award:

This award is designed to recognize the top level of Pioneers community service projects completed throughout the awards period across the United States. The award has been divided into 5 categories

(Education, Life Enrichment, Health and Human Services, Military and Environment) to ensure equality of judging and to limit the number of applications units would otherwise need to submit.

Projects will be eligible for a total of 100 points, based on the following five weighted criteria below.

Project Excellence Criteria (100 points):

1. Community Need (10 points)
2. Running the Project (25 points)
3. Involvement (25 points)
4. Branding (20 points)
5. Creative Funding/Cost-Efficiency (20 points)

Eligibility:

All formal Pioneers projects are eligible for the Project Excellence Award, including recurring projects. If a project was submitted in previous years, the project needs to have grown and changed significantly over the past awards period and this must be clearly explained in the project submission.

Projects must be submitted in one category only. The same project is not eligible to be entered more than one category.

Differentiating Health and Human Services and Life Enrichment Categories:

Projects should be categorized under the Health and Human Service category if the project is directed at protecting/improving the health of individuals. Projects should be categorized under the Life Enrichment category if the project is directed at improving social and/or life conditions (mainly aimed at people with disabilities or special needs).

Project Excellence Award Application

Please use a blue font for the application responses

Project Information

Project Name:

Project Category – mark only one below

Education	
Environment	
Health and Human Services	
Life Enrichment	
Military	

Applicant’s Information:

- First and Last Name:
- Role/Title:
- Phone Number:
- E-mail Address:

Unit Information:

- Chapter/Council/Club Name:

List the names of two representatives and their title/role from the unit who the AT&T National Pioneer Organization should call to accept the award on stage should there be an Annual Meeting (if winning application).

	Rep #1	Rep #2
Name		
Title		

Project Description – (Info only section, no points)

Begin by telling us about your project. Use this section to write a few paragraphs that include components of the who, what, when, where, and why. No points are associated with this section, although specific (points-based) questions will follow.

Photos are always important to include, and can be inserted in this section. Additionally, photos can also be inserted alongside the point-specific questions if you prefer (for example, a fundraising photo would fit nicely alongside the fundraising question)

*(Try to contain your description to one page,
photos understandably may need additional pages)*

Community Need- 10 points

1. What community need did the project address?
2. Explain how the Pioneer project was able to have an impact on this need.

Judging Criteria

Q1: Points allocated by articulating the true community need.

Q2: Higher points allocated for projects that directly impact the need.

Running the Project - 25 points

3. Describe how the project was created.
4. Describe the effort required to plan and implement the project.
5. Describe the goals and objectives of the project, and how those they were met.

Goal/Objective #1

- Description:
- What was your measure of success:
- Did you meet your goal/objective:

Goal/Objective #(additional, repeat as necessary)

- Description:
- What was your measure of success:
- Did you meet your goal/objective:

6. What was the proudest aspect of how the project was run?

Judging Criteria

Q3: Higher points allocated to Pioneer-created projects, or projects where Pioneers played a substantial role in the creation.

Q4: Higher points allocated when it is evident that sufficient effort took place in preparing and implementing the project.

Q5: Higher points allocated when goals/objectives were set, along with a strong effort to achieve them.

Q6: Points allocated by articulating a proud aspect of how the project was run.

Involvement - 25 points

7. Use the tables to depict the overall involvement in volunteers at each phase of the project (approximate if necessary). Elaborate beneath the table.

<i>Planning Phase</i>	# of Volunteers	# of Hours
Pioneers	0	0
Partners	0	0
Others from AT&T Based Groups	0	0
Others from non-AT&T Groups	0	0

How did volunteers help plan the project?

<i>Implementation Phase</i>	# of Volunteers	# of Hours
Pioneers	0	0
Partners	0	0
Others from AT&T Based Groups	0	0
Others from non-AT&T Groups	0	0

How did volunteers help implement the project?

8. Describe how non-Pioneer partnerships were sought and formed to help/run the project.
9. What was the proudest aspect of how the project involved volunteers?

Judging Criteria

Q7: Higher points allocated to projects that involved a sufficient number of volunteers, as well as engaging those volunteers into different aspects of the project.

Q8: Higher points allocated when an effort was made to form partnerships, as well as succeeding in forming partnerships.

Q9: Points allocated by articulating a proud aspect of how the project involved

Branding - 20 points

10. Use the table to identify how (Pioneer and/or AT&T Pioneer) branding was incorporated into the project. Mark the methods used and elaborate on the branding strategy used for the project.

<i>Branding Methods</i>	Check if Used
Wearing T-Shirt	
Posts to Social Media	
Posts to Website(s)	
Use of Banner	
Give, Work, Play mentions	
Newsletters	
Television	
Newspaper	
Radio	
Flyers	

How did you incorporate branding into the project (as checked above)?

Judging Criteria

Q10: 20pts for five or more methods; 16pts for four methods; 12pts for three methods; 8pts for two methods; 4pts for one method. Description beneath table helps substantiate the methods used.

Creative Funding/Cost-Efficiency - 20 points

11. Use the table to depict how funds were raised. Elaborate on your approach to raise funds.

<u>Funding Source</u>	Check if Used
Grants	
Donations	
Fundraising	
Chapter/Council Existing Funds	
Other Source	
Project Required No Funds	

Describe the effort taken to acquire funds:

12. Describe how you minimized costs and/or avoided costs while running this project.

Approach for minimizing/avoiding costs #1

- Concept:
- Approximate value of cost saved/avoided:
- Description of concept:

Approach for minimizing/avoiding costs #(additional, repeat as necessary)

- Concept:
- Approximate value of cost saved/avoided:
- Description of concept:

Judging Criteria

Q11: Higher points allocated to projects that involved a sufficient effort towards raising funds.

Q12: Higher points allocated to projects implemented one or more cost reduction efforts.

*Notes: Final entries must be forwarded to the Award Committee at this email address: ProjectExcellence@attpioneers.com on or before **October 15, 2019**. The AT&T National Award Committee Member will forward the qualifying applications to the National Pioneers Organization. Forms must be submitted in electronic format only. Late applications will not be considered.*

Excellence in New Member Growth Overview

To apply for this award, a formal written application is not necessary.

To encourage continued recruitment of new members, Pioneers Chapters will be recognized for reaching a **5% net increase** in regular membership.

National Pioneers Headquarters in Denver will run a Current Member Summary Report from PALS at the Chapter level on **October 1, 2018** and a final Current Member Summary Report on **October 1, 2019**. The reports will be shared quarterly with the National Board and distribute to their respective Chapters.

Pioneers Chapters that meet or exceed a **5%** increase in regular membership during the awards period will receive a Membership Growth recognition certificate, with the top **five** Chapters receiving an award. If no Pioneers Chapters meet the minimum percent increase of 5%, no awards or recognition will be given.

The growth will be based on "net new regular members". For example: if the regular membership count is 1000 on October 1, 2018, to qualify for recognition, the Chapter must meet or exceed the goal of a **5%** increase in regular members. So, in this example, the Chapter must have a minimum of 1050 regular members by October 1, 2019, to qualify.

Chapters or units that merge under a new Chapter and/or Group name during the Awards period will be calculated to show net new members in their respective new group.

Each winning Chapter will receive a monetary amount of \$100 use toward project/programs.

Excellence in Volunteer Engagement Overview

To apply for this award, a formal written application is not necessary.

To encourage usage of VolunteerNow by individual members, Pioneers Chapters will be recognized for overall percent increase in VolunteerNow usage by Individuals.

National Pioneers Headquarters in Denver will run an initial “Number of Individuals Reporting” report to give the chapters their base numbers as of **October 1, 2018** and a final on **October 1, 2019**. The reports will be shared quarterly with the National Board and distribute to their respective Chapters.

The five Chapters that have the largest percentage increase overall during the awards period will receive a recognition certificate.

Project Spotlight Overview

Explanation of Project Spotlight:

This recognition program is designed to shine a spotlight on projects each quarter, with the emphasis being placed on ease of submittal for the Pioneer project lead. At its core, this award asks submitters to prepare a short depiction of the project, with corresponding photos.

Submitters will turn in the application at any point in the year, with submissions being judged by the awards committee. Three winners per quarter will be selected. The awards committee will judge the submissions subjectively, with emphasis being placed on community impact, uniqueness, and volunteer involvement.

Eligibility:

All Pioneer projects are eligible for submittal. Projects being submitted for other National awards (i.e. Project Excellence) are fine to be submitted for Project Spotlight, as the Project Spotlight is intended to recognize good works taking place during the quarter.

Notes: Final entries must be forwarded to the Award Committee at this email address: Recognition@attpioneers.com Three quarterly winners will be named each quarter, with a \$50 prize being awarded to the Club/Council/Chapter.

Forms must be submitted in electronic format only. Late applications will not be considered.

Project Spotlight Award Application

Submitter Information

1. Applicant's Information:
 - a. First and Last Name:
 - b. Phone Number:
 - c. E-mail Address:
 - d. Pioneer Organization (Chapter/Council/Club):

Project Information

2. Tell us about your project:
In one or two paragraphs, tell us about your project. Think of this write-up as a brief news story – who benefitted, who contributed to the project, what did the project accomplish, and what about this project makes you proud? We encourage submittals to follow the "less is more" approach to telling the story.

Images

3. Please include (up to) two images from the project.
Please choose photos that represent "in action" images from the project. We want the photos to help tell the story of the project itself (as opposed to group photos representing those who attended).

Notes: Quarterly entries must be forwarded to the Award Committee at this email address: Recognition@attpioneers.com

Ideas, Tools and Resources for Local Recognition

Volunteer recognition does not always have to come in the form of an expensive, fancy awards ceremony or dinner. Sometimes a simple thank you can go a long way. Here are some tips, tools, and resources for recognizing your volunteers on a timely basis. Be sure to visit the links provided often, as many of them are frequently updated with new ideas!

Links to volunteer management websites full of recognition ideas:

- Energize, Inc. for Leaders of Volunteers:
<http://www.energizeinc.com/ideas.html>
- The Thanks Company specializes in greeting cards and gifts for volunteers and offers a recognition forum online:
<http://www.thankscompany.com/>
- VolunteerCheer.com offers unique and quality gifts for volunteers and resources for volunteer leaders:
• <http://www.voluncheer.com/>
- Volunteergifts.com specializes in awards and recognition gifts for nonprofit organizations and volunteer program leaders:
• <http://www.volunteergifts.com/>
- Positive promotions provides a marketplace that focuses on products related to National Volunteer Week:
www.positivepromotions.com

Local Recognition Tips:

We collected information from Pioneer leaders throughout the organization and other volunteer leaders on their favorite recognition methods. These are easy, low-cost methods to let your volunteers know they are appreciated on a day-to-day basis. Whatever method you choose, a general guideline is to keep it timely in relation to the event or time donated.

- Always keep supplies for recognition on hand as stock items to be easily distributed to the leaders throughout your Chapters.

- General cards with the Pioneer/your company or group logo can be used for thank you, recognition of accomplishment, sympathy, thinking of you, etc.
 - Company/Pioneer branded items such as shirts, jackets, sweaters, mugs, pens, key chains, etc. make great recognition and welcome gifts for new members, new participants, at projects, etc.
 - *Visit the Pioneers e-store for low cost, high quality Pioneer branded items at www.pioneersvolunteer.org and click on Pioneers Essentials then Project and Program Materials.*
-
- Arrange for a company leader to come to your project or mention it in a speech or announcement to employees.
 - Send out motivational flyers/e-flyers (a quote with a picture on one sheet) to volunteer leaders and regular participants.
 - Give them something back. Instead of a regular luncheon or dinner event, turn it into an informational/motivational seminar. Get a community member to donate their time to speak to your volunteers.
 - Organize an event - go to a museum, see a movie, have a photographer come in and teach them techniques. Any kind of enrichment experience will be appreciated and will develop the social connections that keep volunteers coming back.
 - Make it personal - learn what the volunteer enjoys doing in their free time and give them something useful and relevant to their hobby.
 - Partner with local non-profits and other organizations to recognize all volunteers in the community in addition to your own. Get the local government involved and work to secure company sponsorship/donations.
 - Good old-fashioned handwritten letters go a long way to say a volunteer is appreciated
 - Recognize an active employee's participation in a staff meeting with their peers.
 - Send a broadcast email to the volunteer's Club/Council/Chapter peers.
 - Post an article on the Chapter website about the achievement.
 - Send the leader an inexpensive but meaningful gift and a handwritten note.
 - Call the volunteer on the phone to say thanks personally.
 - Conduct an end of the year recognition program for all people who led projects during the year.

Appendix A – Sample Letter of Impact

To Whom It May Concern:

As Superintendent of Adams County 12 School District, I'd like to take a moment to convey my sincere appreciation for the **425 Pioneers** and their family and friends who each volunteered **eight hours** of their time to "clean and green" **four elementary schools** in the city of Westminster, Colorado on Earth Day, April 22, 2019.

Based on the Independent Sector's value of an hour of volunteerism at **\$20.25/hour**, Pioneers donated **\$68,880 worth of time to our schools.**

The positive environmental impact this project had on the schools and the families included:

- **500 trees planted**
 - **167 of those were planted strategically as "shade" trees** keeping the buildings up to **20 degrees cooler** in the summer thus **reducing the cost of cooling** and **saving the schools hundreds of dollars each year.**
- **182 garbage bags of litter collected**
 - Littering in those school neighborhoods has greatly reduced.
- **2,500 "Think Green" books** which teach readers the tools about the importance of reducing, reusing, and recycling were **purchased and donated to every one of the students at the four schools.**
 - Before the project, **64 % of students were unable to list 3 ways** that they could reduce, reuse, and recycle. Following the book read, donation, cleanup and tree planting, the number of students who could list 3 ways **increased to 87%.**

Because this project was such a huge success, it has become a district-wide initiative moving forward. **In 2019, all 32 elementary schools** have requested to be beneficiaries of the Pioneers Environmental Initiative – Sparking a Clean Green School.

Thanks again for creating such an impact on our environment and children!

Signature