

**MOFFAT LIBRARY OF WASHINGTONVILLE
VOLUNTEER OF THE YEAR AWARD
POLICY**

Annually the Moffat Library Board of Trustees offers an opportunity to honor a friend or community member who has demonstrated outstanding efforts in support of Moffat Library's many activities and who contributes to the support of Moffat Library through volunteering.

Purpose of the Award: To identify and honor outstanding volunteer(s) or organization(s) who has made a significant contribution in service to Moffat Library of Washingtonville and its programs.

Eligibility: An individual or organization who has served as a volunteer for the Moffat Library or one of its programs. Volunteer nominees must be at least 16 years old. Current library trustees and library staff members are not eligible. A past recipient of the award is eligible again after five years. A nominee must have been actively volunteering during the past calendar year (January 1 – December 31) for which the nomination is made. A nominee should have distinguished himself/herself by a unique or otherwise impressive record of service that can be documented or contributed an extraordinary level of time and energy to promote the library and its programs.

Award: Only one (1) award will be given annually, unless extenuating circumstances warrant an exception.

Selection: The selection committee consisting of 3-5 reviewers will recommend a recipient to the Library Board of Trustees at their regularly scheduled January meeting. The committee will include 1-2 library staff members, 1-2 library trustees and a previous recipient of the award (starting with the second year's award).

Who May Nominate: Nominations are encouraged from the following individuals and groups: Moffat Library Board trustees, library staff members, other library volunteers, and members of the Friends of Moffat Library.

Nominations: The deadline for submission of nominations for Volunteer of the Year Award is November 15th of the awarding year. All nominations should be submitted to the committee in writing and include the following: full name, address, phone, & email of nominee; full name, address, phone & email of nominator; and a 1-2 page document describing: 1) the tasks the nominee has performed as a volunteer, including the frequency of volunteer activity; 2) in comparison to other volunteers, explain the special nature of the service; and 3) the distinctive nature of the contributions made by the nominee, including the specific impact the nominee's service has made. Other supporting documents such as newspaper clippings or testimonials may be included. Up to 10 pages of documentation may be submitted. The committee will meet prior to the **January** Board of Trustees meeting to choose their nomination for the award.

Volunteer of the Year Award Presentation will take place at the Moffat Library Volunteer Appreciation event to take place the following year.

Approved September 26, 2013
Amended 1/22/15