

GUIDELINES FOR ANGEL AWARD NOMINATIONS

1. The Angel Award was established to recognize an individual whose volunteer service has had positive impact to a person, a family or a group of people. Family members, federal civilians, military and federal retirees, and other registered volunteers at Tyndall AFB are eligible for consideration. Previous Angel Award recipients are ineligible.
2. Nominations for the Angel Award are to be completed on the Angel Award Nomination package. Nominees must be individuals who volunteered their services for the benefit of Tyndall AFB or the surrounding communities and reported their hours to Volunteer Resources at the Airman and Family Readiness Center.
3. A supervisor, co-worker or friend may nominate eligible volunteers.
4. Nominations will cover the calendar year 1 January to 31 December of the previous year.
5. An entire team, board or committee cannot be submitted for nomination. Each member must be submitted separately.
6. Do not omit any question on the nomination package.
7. Type the name of the volunteer on the cover page only; do not use the volunteer's name on the actual nomination page. In the actual write-up, use "he" or "she." The selection committee will only see the write-up and this prevents disclosure of any volunteer's name.
8. Use bullet format, be thorough and specific when describing the volunteer's contributions. The information you submit will be the only input judges will have to make their selections. Words such as "planned, organized, and arranged" are important descriptions that help identify outstanding volunteers.
9. You may request information from the volunteer when writing the nomination package. Allow the judges to have a complete understanding of the volunteer's accomplishment(s).
10. Nomination packages are limited to one page, 12-pitch font, with standard margins.
11. Deliver or email the completed package to charlie.carr.1@us.af.mil and mary.wells.2@us.af.mil at the Airman and Family Readiness Center by COB on 13 May 16. No packages will be accepted after the suspense date. If you have further questions, please email or call Mr. Carr or Ms. Wells at 283-4204.

NOMINATION PAGE FORMAT

1. Paragraph 1: Why the volunteer is deserving of the "Angel Award". Identify the project(s) or deed(s) the volunteer preformed. This should be an act that sets this person apart as an angel to a person, a family, or group of people; for instance, creating a new service or resource in the community, doing something specifically to benefit a person or family during a crisis or with a special need, spearheading a response to a natural or manmade disaster, etc.
2. Paragraph 2: How did the project(s) or deed(s) benefit or reflect on Tyndall AFB or surrounding community. Provide a brief synopsis of the volunteer's accomplishments and the community impact.