

Select Your Honorees

1) Pick Your Judges

If you have not already confirmed your judges' panel, you will want to do so before the end of your nomination submission deadline.

It is extremely important to choose a diverse team of judges to select your volunteer award recipients. Determine the appropriate number of judges based on your community's size and anticipated number of applications you have received. **When selecting judges, consider the list of suggestions provided for selecting your [county resource team](#).** In fact, some counties may choose to have some—or all—of your county resource team members serve as judges.

Each county is also encouraged to choose **at least one youth judge**, as this will provide insight and perspective in choosing the youth award recipient.

Be sure that judges understand your criteria and scoring rubric. Do not hesitate to ask judges, if they have any conflicts of interests and can maintain confidentiality.

2) Choose Your Review Method

After selecting judges, teams must determine how they will review award applications. Consider your judges' schedules and other suggestions they provide.

Commonly used review methods include:

- **Consensus review:** Judges read each application and come to a general agreement (but not necessarily unanimity) on award recipients. The review may also include a time to resolve any objections, considering all comments fairly.
- **Panel review:** Judges score each nomination based on the established criteria (see [sample score sheets](#)). The adult and youth volunteer with the highest combined scores receive the award.
- **Peer review:** Two sets of judging panels are formed, one comprised of adults and one comprised of youth. Allow each panel to use score sheets or consensus review to determine award winners within the corresponding categories.



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3) Review the Nomination Applications

When reviewing applications, there are some things that reviewers should keep in mind:

- The youth category encompasses youth and young adults **up to age 25**.
- **Don't measure impact solely on time spent volunteering.** A retiree's schedule may allow him/her to commit more time to volunteering than a high school student.
- Practice integrity. Remain completely unbiased and base every decision solely on the volunteer's service. Please recuse yourself if you believe that you may harbor bias towards or against a particular nominee.
- Remember the four Governor's award criteria to be used for judging volunteer award nominees: **Need, Action, Innovation, and Impact.**
- The honoree should be selected for their outstanding volunteer service during the current year. (Example: the 2023 GVSA will take place in 2024, but the honorees will be recognized for their volunteer service during 2023)

4) Notify the Honorees

After selecting your volunteer recognition award recipients, **your team may choose to inform them before hosting your volunteer recognition to ensure their presence.** Other counties may choose to invite all nominees to the recognition and wait to announce award recipients at that time. Either method is appropriate.

Your budget size and the type of recognition you're hosting should determine how you invite your guests/awardees. A formal invitation may be appropriate for a banquet or formal event, while a phone call may be acceptable for less formal recognition events. Release invitations, whether in print or by phone, at least two weeks before the actual event. To prepare more efficiently, it may be necessary to require RSVPs as well.



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