

# DRAFT

## ANITA C. LEIGHT ESTUARY CENTER (ACLEC) INFORMATION AND GUIDELINES FOR ADULT AND JUNIOR VOLUNTEER OF THE YEAR (VOY) PROGRAM

\_\_ March 2010

1. **Purpose:** To provide background information and guidelines for the ACLEC VOY Program.

2. **Facts:**

a. The ACLEC staff is augmented by adult and adolescent volunteers in virtually every aspect of public programs, fundraisers, studies, beautification and maintenance of resources and facilities. Without the core of volunteers, ACLEC programs and educational/informational service to the public would be severely degraded or some programs possibly even eliminated. Volunteers have assisted the ACLEC staff and provided input, program management assistance and resources since the center opened in 1996. There is a need for a Volunteer of the Year Program that will recognize, enhance the prestige and publically reward those adult and adolescent volunteers for service above and beyond what others do. This program is an internal campaign, organized and created by the Otter Point Creek Alliance Board as a grassroots effort to reward ACLEC volunteers who care about environmental stewardship, create an awareness of the environment's fragility, give of their time and resources to increase awareness of ACLEC and its programs into the public domain.

b. Both ACLEC Adult and Junior VOY will be selected by the VOY Selection Panel and awarded annually by the OPCA Board at the yearly Volunteer Appreciation Day picnic (around the end of July).

c. The vehicle for nominating both adult and junior VOY nominees will be an "Application For Nomination" or AFN form containing individual nominee information, a narrative text outlining their duties, contributions and the reason why the person nominated should be the VOY. The AFN can be submitted by anyone in the ACLEC family and will also include basic information about the person nominating a volunteer. The narrative text should not exceed 500 words in the narrative text portion of the AFN. An example of the AFN is at Figure 1. The time frame for submission of nominations is 1 April through 1 June. The OPCA Board will designate not more than five nor less than three members to meet, determine the best qualified through a quantitative process, the Decision Matrix (see Figure 2, example of Decision Matrix), and agree on the adult and Junior VOY not later than two weeks before the VOY Appreciation Picnic so appropriate plaques/brass plates can be ordered and obtained in time to award them at the picnic. The OPCA will allocate funds to purchase the plaques and brass plates to sustain the program.

d. The VOY panel appointed by the OPCA Board will judge the nominees by the same standards and at least five, but not more than eight characteristics (see Figure 3, list of desirable characteristics for ACLEC VOYs) will be used to quantify VOY nominee scores on the Decision Matrix. Each panel member will independently review the VOY narrative text nominations of both adult and junior nominees, quantitatively score each nominee using identical standards of desirable characteristics and combine scores of nominees with other panel members. Highest total cumulative score determined by the total points awarded by independent panel members determines the ACLEC adult and junior VOY.

e. Once the adult and junior VOY are identified and awarded the plaques at the annual Volunteer Appreciation Picnic in July, a media press release will be issued publically and sent to local external news gathering organizations in Harford County and the city of Baltimore as well as internal publications in the Department of Natural Resources, the CBNRR and Harford County Parks and Recreation Program publications. The selection of the adult and junior VOY will help advance the ACLEC goal of increasing public awareness of its environmental initiatives, and promoting understanding of its mission in terms of stewardship and readiness. It will also enhance and promote the volunteer program and increase membership. This is an opportunity to highlight the ACLEC's efforts to assist with established remediation and cleanup of the Chesapeake Bay and emphasize requirements to improve environmental stewardship to the public.

### **3. Roles and Responsibilities:**

#### President(s) OPCA Board.

-Empower and appoint a VOY Selection Panel to gather, judge and approve the adult and junior ACLEC VOY at the second quarterly OPCA Board meeting of each calendar year. The panel will consist of not more than five and not less than three members of the ACLEC member community. The ACLEC Volunteer Coordinator and/or the Head Naturalist will be included as a member of the panel as an advisor and non-voting member.

-Ensure sufficient funds are identified for one master plaque, with brass plates, for installation in a prominent place in the ACLEC and that smaller, individual plaques are also purchased for the individual VOY winners. Place the monetary amount to purchase the plaques/brass plates/engraving in the budget and identify it clearly as the funds used for the ACLEC VOY Program. An approximate estimate of funds needed for start-up and sustainment of the program is \$140 per year. First year purchase of large plaque (to remain at the ACLEC) holding 12 names/dates on brass plates (\$70), two small plaques (\$60), with brass plates for the individual junior and adult VOY winners. Lettering should be around \$10 a year.

### VOY Selection Panel Members.

-Gather nominations submitted from 1 April to 1 July. Members will set a date to review, tabulate scores and select a winner for both adult and junior ACLEC VOY.

-Report the winners to the OPCA Board and, if necessary, be prepared to explain the rationale that led to the selection. The recognition of the VOYs will be incorporated into the annual Volunteer Appreciation Day event agenda in July.

-Purchase the appropriate plaques and ensure the winners names/years are included on the brass plates on the master plaque and names/years are also on the individual plaques for inclusion and presentation at the annual Volunteer Appreciation Day event.

-Keep historical records of each year's VOY nomination(s) and selection process for a period of five years. Consult with and solicit guidance from the ACLEC Administrative Assistant as to the best way to record and file all details of the annual VOY process.

### OPCA Marketing Committee.

-Ensure publicity of the program and how/where to submit a nomination is pushed to the entire ACLEC Family through the newsletter, signs and other effective means. The marketing committee is responsible for a media release to be sent to both internal and external newsgathering organizations announcing ACLEC adult and junior VOY selections.

### ACLEC Membership.

-All members of the ACLEC Membership have the opportunity to nominate a volunteer for both the adult and junior ACLEC VOY. Submit AFN narrative text nominations to the VOY Selection Panel between 1 April and 1 July of each calendar year. Members can submit suggestions for improving the VOY selection process to the Selection Panel at any time during the year.

Figures 1, 2, 3  
as and attached

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Approved by: \_\_\_\_\_, OPCA Board President

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