



### **Suggested Criteria for Evaluating MCA Volunteer Award Nominees**

Please consider the following criteria and concepts when evaluating MCA Volunteer Award nominations:

- Outcomes—volunteer directly contributed to meeting a specific agency goal or objective.
- Reliability—the volunteer shows up when scheduled or requested.
- Attitude—the volunteer shows compassion and caring toward agency clients; cooperates with agency staff and other volunteers.
- Initiative—the volunteer independently undertakes assignments or suggests improvements to programs and/or processes.
- Volunteer recruits and/or trains other volunteers.
- Any extraordinary effort or achievement.
- Length of time the volunteer has served the agency.
- Number of hours the volunteer contributes to the agency on a weekly, monthly, or annual basis.

### **Suggested Criteria for Evaluating MCA Participant Award Nominees**

Please consider the following criteria and concepts when evaluating MCA Participant Award nominations:

- Number/type of obstacles that had to be overcome (i.e., unemployment; poverty; lack of education/illiteracy; addiction/substance abuse; domestic abuse; homelessness; single parent; elderly; disability; immigration/cultural issues).
- Number of CAA services accessed.
- Persistence—ability to continually address obstacles as they occurred; showed ability to take the “long view” when facing challenges; was not dissuaded from reaching goals.
- Reliability—kept scheduled appointments; completed tasks in a timely manner.
- Innovative/Resourceful—found ways to work through obstacles.
- Attitude—remained relatively positive considering the challenges faced.



## 2020 MCA Client Award Nomination Form

Name of Nominee(s): \_\_\_\_\_

City/Township of Nominee's Residence \_\_\_\_\_

Nominated By: \_\_\_\_\_ Agency: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_

Please complete this form to nominate an agency CLIENT for a 2020 Community Action Award. CLIENT nominees may be individuals, couples and families, groups, or organizations, however, in the case of a group award, only one trophy and one \$100 gift card will be given to the selected nominee.\*

Please complete your nominations by Friday, **March 13, 2020**. The awards will be distributed at our Michigan Community Action Day at the Capitol on April 30<sup>th</sup> at the State Capitol in downtown Lansing. All nominees who are selected by the awards task force will be called forward to receive awards.

1. Give a brief narrative history of the circumstances that caused the Client to seek assistance from the Community Action Agency:
  
2. Describe what services were accessed by the Client to overcome barriers to self-sufficiency:
  
3. Describe the Client's achievements and successes due to the Community Action Agency services he/she received:
  
4. Provide any additional information about the Client in support of this nomination:

\*In the case of a collective award, as for an organization, MCA can provide certificates for individual members of the organization, but only one trophy and gift card will be awarded.