

## Helping Hand Volunteer of the Month Nomination Form

The "Helping Hand" Volunteer of the Month award program recognizes volunteers who make a difference in our schools.

Nominees are evaluated based on the following criteria:

- Demonstrates the initiation or implementation of a volunteer program that aligns with the HCPS strategic plan
- Demonstrates outstanding performance in volunteer duties
- Demonstrates a high level of willingness to help others within the school (staff, volunteers, students)
- Demonstrates a high level of commitment to the volunteer program
- Demonstrates and maintains good relationships with staff, volunteers and students

Only HCPS employees may submit nominations. Nominees may not be employed by HCPS or Henrico County. All potential winners are subject to a second background check against the National Sex Offender Registry before any announcements are made. Once nominated, volunteers are considered throughout the school year (October through May). One winner is recognized at the monthly school board meeting and receives a small token of appreciation.

<b>Name of Nominee:</b>	
<b>School or Department:</b>	
<b>Nominated by:</b>	<b>Date:</b>
<b>Briefly describe why this volunteer deserves the Helping Hand award:</b>	

***Return completed form to Kim Walter in Communications & Public Relations  
by the FIRST Tuesday of the month (October through May).***