



National Philanthropy Day®

NOMINATION PACKET

DEADLINE: FRIDAY, OCTOBER 14TH, 2016

All nominations and supporting materials must be submitted electronically on or before the deadline.

The Association of Fundraising Professionals (AFP) California Capital Chapter ***San Joaquin Extension*** will award individuals and organizations whose philanthropic achievements have made an impact on our society and represents philanthropy at its best. We invite you to help us honor San Joaquin Valley's individuals/businesses in the categories of: **Outstanding Philanthropist, Outstanding Philanthropic Corporation, and Outstanding Volunteer Fund Raiser.**

The Third Annual National Philanthropy Day Awards presented by the **AFPPCC San Joaquin Extension** will honor those in our region who exemplify the ethics, commitment, dedication and talent necessary to improve our society. Please help us identify those whom you believe exemplify the spirit of the award. Use the attached guidelines to nominate one or more outstanding honoree(s).

Those chosen will receive recognition, in the company of their peers and regional media, during the **Community Philanthropy Summit** hosted by *Community Foundation of San Joaquin and Lodi Community Foundation* on **Thursday, November 10th, 2016, Hutchins Street Square, Lodi.**

GUIDELINES FOR AWARD NOMINATIONS

1. All nominations and supporting materials must be submitted electronically. Nominations must be submitted in Microsoft Word or PDF format. Other formats will not be accepted.
2. Your nominations must be received on or before **Friday, October 14th, 2016 by 5:00 P.M. LATE ENTRIES WILL NOT BE ACCEPTED (No Exceptions).**
3. Nominees must agree to have the nomination submitted for consideration, as well as confirm they will be present at the event to receive their award if selected.
4. Address each criterion separately in narrative form. Entries are judged on the criteria. Narrative should contain complete, clear, and concise answers.
5. Narrative should be no more than two (2) 8.5" x 11" single-spaced pages in at least 11 point font with 1 inch margins. The Nomination Form and letters of support are not included in the 2-page limit.
6. Supporting documents may enhance but not replace narrative. Do not introduce new information in supporting documents. All supporting documents must be 8.5" x 11". Do not submit videos, DVDs, or similar materials.
7. E-mail nomination application and support documents to: dianevigil@me.com. List the category in which you are nominating in the subject line. **Please submit the entire application as one document.**

Cultivating and Sustaining Philanthropy in San Joaquin
AFP CALIFORNIA CAPITAL CHAPTER-SAN JOAQUIN EXTENSION



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AWARDS CATEGORIES & CRITERIA

Outstanding Philanthropist

Presented to an individual, couple, or family with a proven record of exceptional generosity who, through direct financial support has demonstrated philanthropic leadership, outstanding civic and charitable responsibility. This record should also include philanthropic leadership that encourages others to give. *The nomination must demonstrate, through specific examples, the following:*

- Evidence of direct gift support
- Description of impact of gift support
- Evidence of philanthropic leadership
- Support of other nonprofit organizations in the community
- Philanthropic support used for innovative problem solving

Outstanding Philanthropic Corporation

This award is presented to a corporation or its corporate foundation that has demonstrated outstanding commitment to philanthropy through financial support (cash and/or in-kind) and through encouragement and motivation of others to take leadership roles in philanthropy and community involvement in the California Capital region.

1. Provide detailed evidence of the corporation's philanthropic support (*money, time and other resources*) and the impact of those efforts.
2. Describe the corporation's general approach and philosophy to philanthropy and charitable support and innovative or creative approaches to addressing needs in the community.
3. Provide evidence of the corporation's encouragement and motivation given to others (employees, clients/customers, the public) to take leadership roles toward philanthropy and community involvement in the community.

Outstanding Volunteer Fund Raiser

The award is presented to an individual, couple, or family that has demonstrated exceptional leadership skills in coordinating groups of volunteers for major fundraising projects of one or more non-profit organizations. The recipient should demonstrate exceptional skills coordinating and motivating volunteers for the benefit of charitable institutions and a personal commitment to the advancement of philanthropy.

1. Provide evidence of the nominee's ability to organize, lead, and manage campaigns and volunteer groups for fundraising efforts to support one or more nonprofit organizations. Include details of the nominee's time, effort, and personal philanthropic commitments.
2. Describe the impact the nominee's efforts had on the organization's ability to provide programs and services, and the impact on the community.
3. Provide evidence of the nominee's ability to lead, manage, motivate, and inspire others and success in recruiting and motivating others' philanthropy.



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NOMINATION FORM

1. You may nominate more than one person or organization. Each nomination must be separate.
2. Review and address all required criteria.
3. Indicate the award category for the individual/organization being nominated.
4. Supporting narrative is limited to two (2), single spaced pages with 1" margins and at least an 11 pt. font.
5. Application becomes property of AFP, CCC, *San Joaquin Extension*. Retain a copy for your records.
6. Send your completed nomination form to: **dianevigil@me.com** by **Friday, October 14th, 2016**.

Nominee's Name & Title: _____

Organization/Business: _____

Mailing Address: _____

City, State, Zip: _____

Nominee's Phone: _____ Nominee's Fax: _____

Nominee's E-mail: _____

Please check only one category per form. Duplicate this form for each nomination.

☐ Outstanding Philanthropist ☐ Outstanding Philanthropic Corporation ☐ Outstanding Volunteer Fund Raiser

Name of Nominating Organization/ Contact Person: _____

Nominator's Organization: _____

Nominator's Address: _____

City, State, Zip: _____

Phone _____ Fax: _____

Email: _____

BOX MUST BE CHECKED TO BE CONSIDERED

☐ I have informed the nominee of this award submission. *If chosen, the recipient agrees to personally accept the award at Community Philanthropy Summit on Thursday, November 10th, 2016, Hutchins Street Square, Lodi, California.*

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All nominations must be received on or before Friday, October 14th, 2016

Frequently Asked Questions

Can I nominate in more than one category?

Yes. However, each nomination requires a separate application.

I don't want to tell our nominee in case they do not win. Is this okay?

No. Not all donors seek this type of recognition. The nominee has the right to decline being nominated. All nominees must consent to the nomination prior to submission.

Does my nominee have to attend the event?

Yes. This is why it is important to confirm your nominee before submitting the application. All winners are expected to attend the National Philanthropy Day Awards Ceremony and Luncheon at the **Community Philanthropy Summit on Thursday, November 10th, 2016 at Hutchins Street Square, Lodi, CA.**

What is the most important part of the application process?

Be detailed and ensure your application is complete. The Selection Committee may not know the nominee as well as you. Assume the Selection Committee knows nothing about your nominee and convince the Committee that he/she/they deserves the award.

Are Letters of Support required?

No. Letters of support are encouraged but not mandatory. Letters of support should support the nomination application but not introduce new information. Look to other organizations that have benefited from the generosity of the applicant, offer specific examples or can speak to their ability.

Will I get my application back?

No. All submissions become the property of AFP CCC *San Joaquin Extension*. Please keep a copy for your records.

Who sees the applications?

Only the Selection Committee members will see the application. The Selection Committee is comprised of community/philanthropic leaders and appointed AFP liaisons. The cover sheet of the application is shared with appropriate committee members for contact information. The selected applications are archived with the event materials. The names of other nominees are not released. Applications of nominees not selected are archived in the Chapter's confidential files.

Can I hand deliver my application?

No. All applications **must be** submitted electronically.

Will I receive confirmation of my nomination?

Yes, a response to your submission will be sent. Nominating organizations are also encouraged to print evidence that the application was sent within the required timeline in the event of electronic problems.

How does the selection process work?

Selection Committee Members include community leaders and appointed AFP CCC members. Selection Committee members agree to the Conflict of Interest policy which requires the Committee member to disclose any existing or prior relationship with a nominee and the nature of the relationship. In the event any Committee member has a conflict of interest regarding a nomination (*such as serving on a nominee's board, etc.*) the individual will remove themselves from the decision making process for that category.

Who do I contact if I have a question that is not answered in the application packet?

Please contact Diane Vigil, CFRE: dianevigil@me.com or (209) 461-7547; Linda Philipp, CEO/President Community Foundation of San Joaquin: lphilipp@cfofsj.org or (209) 943-2375.

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Support Narrative:

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