



# Instructions

## Eligibility

- Volunteer services must be performed within Minnehaha, Lincoln, Turner or McCook Counties.
- Nominee's volunteer organization must serve the community at large. Religious, fraternal or professional groups providing services to their members only are not eligible.
- Volunteer service(s) may be performed on work-related time, or for student course credit.
- Youth Award- Individual, 18 years or younger at the time of nomination.
- Nominees are eligible in ONE category only.
- Group Award - 2 or more individuals.
- Winners in every category cannot be nominated again for three consecutive years after they have been selected to win the award.
- Decisions of the judges are final.
- Winners will be announced at the event and not before.
- Helpline Center staff, volunteers, and Spirit of Volunteerism Award judges are not eligible.
- Sponsors are not eligible in the categories they sponsor.

## Tips for Completing An Outstanding Nomination

- Type or print (nomination form may be retyped on computer, if format remains the same).
- Be specific and concise. Essay should be no longer than 1,000 characters for each question.
- Provide ALL information requested. Do not leave questions blank.
- DO NOT send videos, scrapbooks, or binders.
- Focus on the program or activity that best describes nominee's service.
- Assume judges know nothing about the nominees, organization or community.
- Your nominee will be judged based on your answers to the essay questions and the criteria cited on the first page of the form.
- Well-written nominations score higher. If necessary, ask for help from someone who has excellent writing skills.
- Proof read completed nomination form for errors/omissions.
- Agencies, individual nominations and organizations are required to notify nominee of their nomination.

*\*\*Nominations and attachments become property of the Helpline Center and will not be returned.*



**Nominations must be received by 5pm on April 1, 2020. Luncheon on May 12, 2020.**

Submit nominations online at [www.helplinecenter.org](http://www.helplinecenter.org).

Helpline Center — 1000 N West Ave, Suite 310 — Sioux Falls, SD 57104  
Susie Ryks, Volunteer Services Director — [susie@helplinecenter.org](mailto:susie@helplinecenter.org) — (605) 274-1407