

MEMORANDUM

TO: Community Action Agencies

Date: March 1, 2016

From: Conference Committee

**Subject: Guidelines for 2016 Awards
Parent of the Year and Volunteer of the Year**

As in the past the Maryland Community Action Partnership will honor Parents and Volunteers of the Year at the Annual Training Conference, along with other special awards that will be decided upon by the conference committee.

We encourage all agencies to purchase full ads to congratulate your nominees and award recipients. Funds generated from the ads will help pay the cost of the souvenir booklet.

The guidelines are featured below for Parent and Volunteer. Please submit the name(s) and a brief summary write-up about the individual/s that your organization is nominating so that the nominee can be included in the conference booklet.

- Only one entry/nomination can be submitted from each Head Start Program for Parent of the Year.
- Only one entry/nomination can be submitted from each Community Action Agency for Volunteer of the Year.
- Please provide a summary write-up with specific details regarding the nominee and why he or she was selected. All write-ups must be no more than **100 words**. **If the write-up exceeds 100 words it will not be included in the conference book.** The form is available on the website and attached to this document.
- All forms must be submitted electronically on or before **April 1, 2016**. If the information regarding your agency nominee is received after this date, the nominee's information will not be included in the conference book.
- Submit all completed forms via email to Sharon Davis at sdavis@maryland-cap.org.



**MARYLAND COMMUNITY
ACTION PARTNERSHIP**

**Annual Human Services Conference
Celebrating
“Partners in Excellence”
May 03 – 05, 2016**

**Parent of the Year
Submission Form**

Head Start Programs please complete the information requested below about your agency’s Parent of the Year and submit the form electronically via email to Sharon Davis at sdavis@maryland-cap.org on or before **April 1, 2016**.

Date you completed this form: _____

Parent of the Year Nominee: _____

Please PRINT and check the spelling of the name before submitting this form.

Name of the Agency: _____

Please PRINT the Full Name of the Agency – No abbreviations please.

Name of the contact person submitting this form: _____

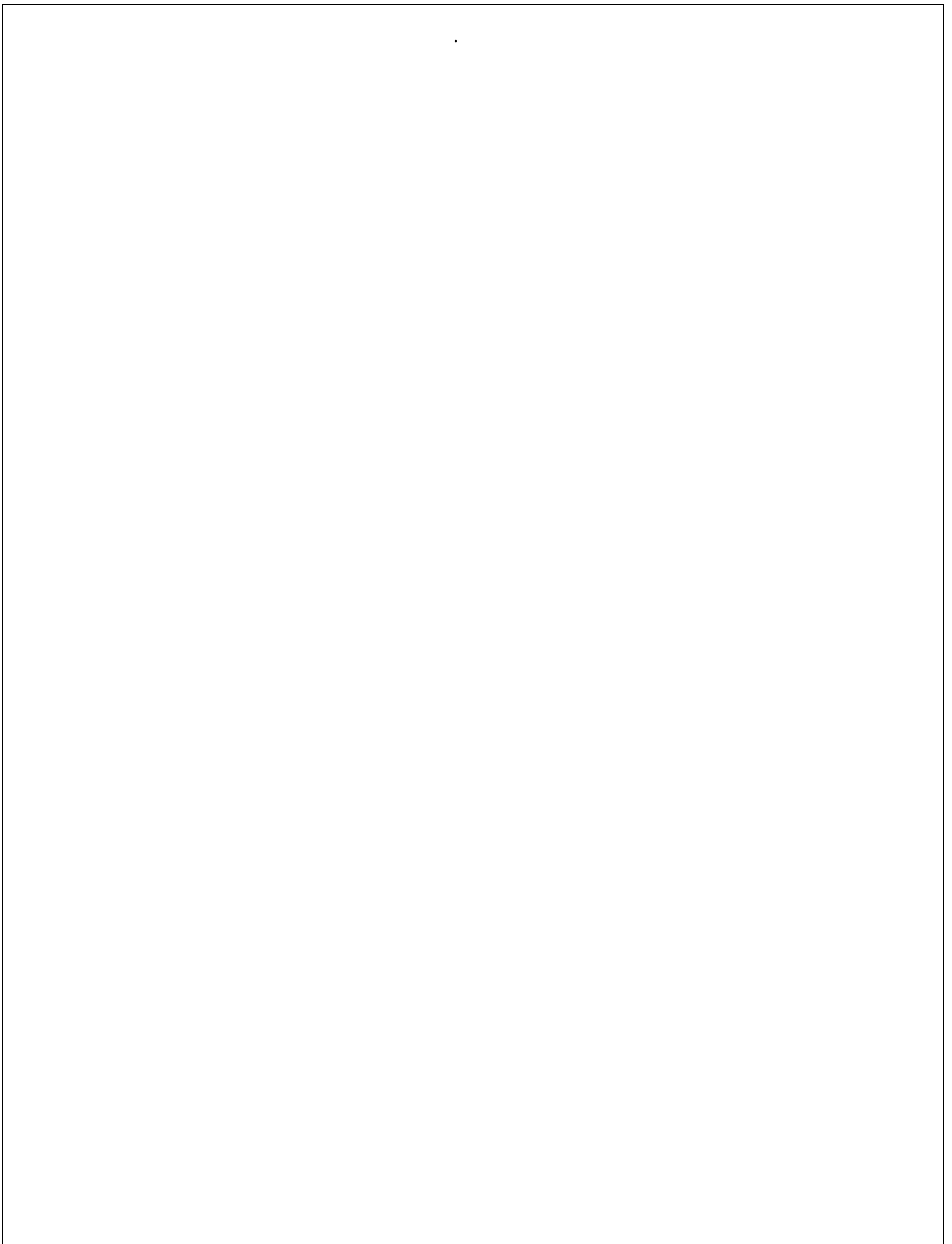
How can you be reached?

Telephone number: (_____) Fax Number: (_____)

Email Address: _____

Please cite the outstanding work and/or major accomplishment in 100 words or less about your nomination. Use the box below to complete your submission.

This is a test of the number of words to be placed in this box. All over 100 words that exceed the length of the accomplishments by the candidate will not be included in the souvenir book. The number of words total in this box is the exact number of words that will be accepted.





**MARYLAND COMMUNITY
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**Annual Human Services Conference
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**Volunteer of the Year
Submission Form**

Community Action Agencies please complete the information requested below about your agency's Volunteer of the Year and submit the form electronically to sdavis@maryland-cap.org on or before **April 1, 2016**.

Date you completed this form: _____

Volunteer of the Year Nominee: _____

Please PRINT and check the spelling of the name before submitting this form.

Name of the Agency: _____

Please PRINT the Full Name of the Agency – No abbreviations please.

Name of the contact person submitting this form: _____

How can you be reached?

Telephone number: (_____) **Fax Number:** (_____)

Email Address: _____

Please cite the outstanding work and/or major accomplishment in 100 words or less about your nomination. Use the box below to complete your submission.

This is a test of the number of words to be placed in this box. All over 100 words that exceed the length of the accomplishments by the candidate will not be included in the souvenir book. The number of words total in this box is the exact number of words that will be accepted.