

**STANDARD OPERATING PROCEDURE
FOR
ARMY COMMUNITY SERVICE
FORT CAMPBELL, KENTUCKY 42223**

THANKS4GIVING FAMILY VOLUNTEER AWARD PROGRAM

1. **Purpose:** To recognize Families who volunteer their time and talents to the Fort Campbell community in an effort to improve the Army well-being and the well-being of the Fort Campbell Community.

2. **Eligibility:** The Fort Campbell Family Volunteer Award will recognize one Exceptional Family whose volunteer efforts significantly contribute to improving Army well-being and the well-being of the Fort Campbell community. The award is open to Active Duty, National Guard, Reserve, Retiree, Army Civilians, and Clarksville, Oak Grove, or Hopkinsville Community Families.

3. **Nomination and Submission Process:** Nominations will be taken from anyone in the Fort Campbell or Clarksville/Oak Grove/Hopkinsville communities. A nominating party may submit one nomination. A complete nomination consists of a nomination form and at least a one page narrative which describes the overall impact of the Family on the Army and the Fort Campbell community. The narrative should be written in a "blind format," meaning not to use the names of the volunteers, for anonymity to the judges. Nominations will be accepted from 1 September 2011 to 1 October 2011.

4. **Judging:** All nominations will be presented to the Fort Campbell Installation Volunteer Advisory Council (IVAC), which is chaired by the Fort Campbell Army Volunteer Corps Coordinator. The IVAC will select three Families for recognition at the Fort Campbell Monthly Volunteer Recognition on 17 November 2011 at six p.m. at 101st Airborne Division (Air Assault) Headquarters. The narrative is the only document seen by the judges and will be in "blind" format with all names and identifying information blacked out.

5. **Award:** Framed certificate and Family Fun Night basket filled with items.

6. **Selection:** The selection of the Family to be recognized will be based on the following selection standards:

a. The Family must be volunteers registered with the Volunteer Management Information System (VMIS), consist of two or more members, and must have volunteered in the Fort Campbell community for a minimum of three months.

- b. The Family will demonstrate volunteerism outside of what would be expected due to position in a unit, place of employment or community, and/or
- c. The Family exhibits leadership in performing assigned duties that have resulted in improved services and/or programs for service members and Families of the Fort Campbell community, and/or
- d. The Family demonstrates outstanding leadership in planning, organizing, or directing a major event that resulted in a tangible or intangible benefit to the Fort Campbell community, and/or
- e. Involvement in a variety of volunteer programs is desirable.

7. **POC:** The point of contact for this SOP is Becki Mastrian, ACS, Army Volunteer Corps. 270-956-2934. rebecca.mastrian@us.army.mil



PERRY C. CLARK
COL, SF
Commander, USAG

Encl

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Thanks4Giving

Fort Campbell Family Volunteer Award Recognition

Nominee

Head of Family Name: _____

Home address: _____

City/State/Zip: _____

Email & Phone Number: _____

Family member names and the ages of the children: _____

Rank & Name of Soldier, if Family member is one: _____

Status:

- Active Duty, National Guard, or Reserve Component Family
- Retired Family
- Army Civilian Family
- Clarksville, Oak Grove, or Hopkinsville Community Family

Nominator

Name: _____

Home address: _____

City/State/Zip: _____

Email & Phone Number: _____

A. Criteria

The Fort Campbell Family Volunteer Recognition Award is to recognize an exceptional Family (of two or more members) whose volunteer efforts significantly contribute to improvement of the Army well-being and the well-being of the Fort Campbell Community. This award is open to Active Duty, National Guard, Reserve, Retiree, Army Civilian, and Clarksville, Oak Grove, and Hopkinsville community members.

B. Narrative

The narrative must be at least one page in length. Please do not use names in the narrative in order for the nominees to remain anonymous to the judges. It is suggested that you use father, mother, daughter #1, daughter #2, son, etc.

Anyone in the Fort Campbell, Clarksville, and Hopkinsville communities can nominate someone for the Fort Campbell Volunteer Family Award. Submission deadline is October 1. Please forward submissions by one of the following:

- Email to rebecca.mastrian@us.army.mil
- Fax to 270-798-7660
- Mail to Fort Campbell Army Volunteer Corps
Attention: Fort Campbell Family Volunteer Award Recognition
1501 William C. Lee Road, Fort Campbell, KY 42223.

Example Narrative for Family Volunteer Award Recognition

The father is a Soldier currently deployed to Afghanistan. He has been stationed at Fort Campbell with his family since August 2009.

He does volunteer work with several organizations both on and off the installation, including Boy Scouts. From August 2010 - March 2011, he was a Scout Leader. He has also coached a fall soccer team with the Ft Campbell Youth Sports Program in 2009-2010. He was an excellent role model, with being on time for events, well-prepared with activities and training for each program, and showed excellent follow-through by continuing with the programs until his deployment. He is registered in VMIS and has logged all volunteer hours.

The mother is a volunteer with Northeast Middle School and with Army Community Service (ACS). She has been a chaperone for the school dances, bakes treats for events such as Teacher Appreciation, and is currently the Vice President of the Parent Teacher Organization (PTO). As for ACS, she is a volunteer instructor for Army Family Team Building (AFTB), as an instructor for Level 1 classes. As Co-Leader for her Family Readiness Group, she has taken a struggling FRG and turned it into a strong one by communicating with the families, providing informational meetings, and hosting various children/family events, which have brought the families closer together. She has also helped to develop ideas to get the single soldiers involved with the FRG. She is registered in VMIS and has been logging all volunteer hours.

For the past several years, the couple has spent numerous hours working at the Loaves and Fishes Soup Kitchen, stuffing Christmas stockings, and preparing packages for deployed soldiers.

Their daughter is 16 and a Junior at Northeast High School. She has followed her parents' example of volunteering. She has been a teen mentor and tutors other children at school. She also represented teens at the Army Family Action Plan (AFAP) in June 2011. As a delegate, she discussed issues related to teens to send to the Ft Campbell leadership and the Department of the Army level. For the FRG, she has provided free childcare and worked behind the scenes at functions, such as set-up and clean-up and assisting children with any activities.

Their son is 13 years old and is an 8th grade student at Northeast Middle School. He has attained the rank of Life Scout and is working toward his Eagle Scout in Boy Scouts. He has also been an Altar Server with the Sacred Heart Community Parish for the past three years. As for the FRG, he also has provided free childcare and worked behind the scenes at functions, such as set-up and clean-up and assisting children with any activities.

This Family is an excellent example of volunteerism in the community and is highly recommended for the Family Volunteer Award Recognition.