

Monterey County Veteran of the Year (VOY) Instruction Sheet

Purpose of Award

The purpose of this award is to recognize our County's outstanding veterans and their continuing contributions as volunteers to our communities.

General: Please make all entries with a pen, typewritten or electronically. If you opt to use a pen, please use black ink and print your entries.

NOTE: Applications must be received by the close of business on **June 30, 2020**, via mail, fax, or hand delivery to the Military & Veterans Affairs Office. Call 831-647-7613 for office address.

Applications may also be submitted electronically at: <https://www.surveymonkey.com/r/B6WRX6C>

Veterans of the Year (VOY) eligibility criteria: Applicants must have been honorably separated from active military of the United States of America; not a previous recipient of this award and must currently be in a volunteer role.

Required Nominee Information

Name: (First, Middle Initial, Last)

Telephone Number: (Home or Cell)

Street Address: (Complete address required so proper notices can be sent)

City: (within Monterey County)

Branch of Service: (Identify branch(s) of service with an "X" following the branch indicated on the application. If the veteran had service in more than one branch, place an "X" behind each of those branches of service.

Date of Enlistment(s) and Separation: This should include month and year example: Date of Enlistment: 10/1943; Date of Separation: 09/1945. If the veterans had service in more than one branch, make an entry for each of those branches of the service.

Nomination Rationale: Use the four W's (who, what, where and when) to explain your rationale: A good example is: Mr. Public(who) was/is a volunteer van driver(what) at the County Military & Veterans Affairs Office(when) from May 5, 2000 to present(when). If the veteran has multiple rationales please list them all in the same format. Please list all rationale, as it will ensure all his/her good deeds do not go unnoticed, as those rationales will be used on Resolutions, Certificates, and other forms of written recognition. In short, make sure your nominee gets his/her just recognition.

NOTE: Nominator's name, telephone number, email address and/or address are VERY important, as the Selection Committee may have questions or require clarification regarding your nominee.