**2018 Corporate Volunteer Council of Atlanta**

 **IMPACT AWARDS**

Honoring Corporate Community Service

**CATEGORIES**

1. **IMPACT CORPORATE VOLUNTEER PROGRAM OF THE YEAR –** Employee volunteer program that effectively integrates volunteerism into the company’s business culture. Two awards will be given:
	1. Small to medium business (up to 999 Atlanta-based employees)
	2. Large business (1,000+ Atlanta-based employees)
2. **PARTNERSHIP IMPACT AWARD –** Program or project that demonstratescollaboration with another business or an agency (including 501(c)(3) nonprofit organization, public school or tax exempt public services) and achieved significant, measurable results.Two awards will be given:
	1. Business-to-Business Partnership (collaboration between two or more **for profit** companies)
	2. Business-to-Nonprofit Partnership (collaboration between a for-profit company and a 501(c)(3) nonprofit)
3. **SKILLS-BASED VOLUNTEERISM IMPACT AWARD –** A company that leverages the specific skills of its employees to help a nonprofit accomplish its organizational goals.
4. **PROJECT OF THE YEAR AWARD –** A short-term volunteer project that was completed within one year and achieved significant, measurable results.

**ELIGIBILITY**

* Awards will be given to for-profit companies, businesses or firms that recruit and activate volunteers to serve the **Atlanta** community and/or exclusively utilize **Atlanta-based** volunteer resources.
* Nominations can be made by companies, non-profit organizations or government entities in the Atlanta area.
* The nominated company, business or firm must approve the nomination before it is submitted.
* Companies are welcome to nominate in more than one category.

**THE JUDGING PROCESS**

* The Judging Committee is comprised of a cross-section of national community and business leaders who live and work outside the state of Georgia. Decisions of the Judging Committee are final.
* No representatives of CVC of Atlanta member companies are involved in the judging and scoring process.
* The IMPACT Awards Committee is responsible for qualifying entries, but not scoring. If a company represented on the Committee submits an award application, the Committee member will not participate in the qualifying process for the category entered.

**COST:** The first entry by a CVC of Atlanta Member is free and each additional entry is $50. Non-Members pay $50 per entry. Please mail a check to CVC of Atlanta, Attn: Cheryl Kortemeier, 600 Means St. NW, Suite 100, Atlanta, GA 30318 or make a donation online for the appropriate amount at [www.cvcofatlanta.org](http://www.cvcofatlanta.org).

**DEADLINE: All entries must be received by 5 p.m. on Friday, June 15, 2018.**

### ITEMS OF NOTE

* All entries will be retained by the CVC of Atlanta. The CVC of Atlanta may utilize portions of the nominations as examples in member programs, publications, on the CVC website and on social media channels.
* If you received an IMPACT Award in 2017, you are not eligible to reapply in that same category until 2019. However, you may apply in other categories.

**Award Finalists will be announced at the CVC of Atlanta’s summer member reception.** The awards will be presented at the 21st Annual IMPACT Awards in Fall 2018. Date and Location are TBA.

**ABOUT THE CORPORATE VOLUNTEER COUNCIL OF ATLANTA**

The Corporate Volunteer Council (CVC) of Atlanta is a 501(c)(3) professional membership organization serving businesses in the metropolitan Atlanta area. We are one of more than 75 CVCs across the United States and a charter member of the National Network of CVCs through the Points of Light Foundation/Hands on Network. The CVC of Atlanta provides resources, encourages corporate members to develop excellence in volunteer programs, and advocates best practices in corporate civic engagement.

We promote the role of corporations in the community; provide counsel to corporations interested in developing employee volunteer programs and community engagement strategies; serve as a forum for companies to learn about community needs; and to recognize companies and their employees.

**CONTACT US**

**Website: www.cvcofatlanta.org**

**Email:** impact@cvcofatlanta.org

**Nomination Checklist**

**[ ]** Submit the company information form along with nomination forms for each award you enter.

**[ ]** Use 12-point font, 1" margins and double space.

**[ ]** Do not exceed the maximum word count permitted (IMPACT: 1,000 words; Partnership, Skills-Based, Project: 500 words).

**[ ]** Focus the majority of your nomination on activities that have occurred, at least in part, **since January 2017**. Include specific, measurable results.

**[ ]** Attach 2-3 photos of your volunteers in action. These photos should ideally be associated with your nomination, but may also be general company volunteer photos.

**[ ]** Use a paragraph format and restate the question. Restating the questions will not affect your nomination word count.

**[ ]** Information included in each of your nomination forms must be ANONYMOUS. Do not reference company identities, volunteer program name, beneficiaries or phrases that could reveal the identity of programs. For example, do not refer to your work with “The Atlanta Community Food Bank,” instead use a generic phrase such as “a local food pantry.” Neglecting to respect anonymity on nomination forms could result in disqualification.

**[ ]** Help the judges understand how the company utilizes its resources and employee base to maximize its community impact. Try to convey the overall level of the company’s commitment to the community.

**[ ]** Nominations must be completed in Microsoft Word (no locked formats, such as PDF, will be accepted) and e-mailed as an attachment **to** impact@CVCofAtlanta.org **by 5 p.m. on Friday, June 15, 2018. No extensions will be granted.**

 **[ ]** Submit payment with nomination(s). The first nomination for CVC members is free, and any additional nominations are $50 each. Checks may be mailed to Corporate Volunteer Council of Atlanta, Attn: Cheryl Kortemeier, 600 Means Street, NW, Suite 100, Atlanta, GA 30318.

The awards will be presented at the 21st Annual IMPACT Awards in Fall 2018 (date and location TBA) and showcased in the *Atlanta Business Chronicle*.

**The 2018 IMPACT Awards**

**Company Information Form**

**Please complete in full.**

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| **NOMINEE**  |
| **Company** |       |
| **Address** |       |
| **City** |       | **State** |       | **Zip** |       |
| **Company** **Contact** |       |
| **Email** |       |
| **Phone** |       |  |
| **COMPANY INFORMATION** |
| **Number of Full-time Atlanta-based Employees:** |  |
| **Number of Part-time or Affiliate Atlanta based-Employees:** |  |
| **Name of Employee Volunteer Program:** |  |
| **Date Employee Volunteer Program was Established:**  |  |
| **WE ARE APPLYING FOR THE FOLLOWING AWARD(S) – CHECK ALL THAT APPLY\*:**  |
| **[ ]**  | **IMPACT CVP of the Year:****Small to Medium Business** | **[ ]**  | **IMPACT CVP of the Year:****Large Business** |
| **[ ]**  | **Partnership IMPACT Award:****Business-to-Business** | **[ ]**  | **Partnership IMPACT Award:****Business-to-Nonprofit** |
| **[ ]**  | **Skills-Based IMPACT Volunteerism** | **[ ]**  | **Project IMPACT Award****\*Include a nomination entry for each box checked above.** |
| **TWO REFERENCES - not affiliated with the nominated company, who are familiar with the projects/programs being entered for an award. If applying for a partnership award, please list at least one contact from the business or organization featured in your nomination.** |
| **Name** |  | **Name** |  |
| **Title** |  | **Title** |  |
| **A****ffiliation** |  | **Affiliation** |  |
| **Email Address** |  | **Email Address** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Many times, nominations may fit in one or more categories.   Do you grant the IMPACT Awards Committee permission to consider your company’s nomination(s) for an alternate category? (You will be notified):** |
| **[ ]**  | **YES** | **[ ]**  | **NO** |

**Corporate Volunteer Program of the Year**

**Nomination Form**

**Corporate Volunteer Council of Atlanta**

Criteria:

The IMPACT Corporate Volunteer Program of the Year will be presented to a nominee that has:

* Effectively integrated volunteerism into their business culture;
* Mobilized a significant portion of the employee population (at least 33%) with representation across various management levels, job roles, departments and demographics;
* Aligned its efforts with business objectives.

Two awards will be given based on company size: Small to Medium Business (less than 1,000 Atlanta-based employees) and Large Business (more than 1,000 Atlanta-based employees).

**THE CONTENTOF THIS SECTION *MUST BE ANONYMOUS.***

To avoid disqualification, do not reference company identities, volunteer program name, beneficiaries or phrases that could reveal the identity of programs.

**Nomination must not exceed 1,000 words.**

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| --- |
| **WE ARE APPLYING FOR THE:** |
| **[ ]**  | **Small to Medium Business****Up to 1,000 Atlanta Employees** | **[ ]**  | **Large Business****1,001+ Atlanta Employees** |

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| How does the employee volunteer program support the company’s mission, vision or commitment to the community?       |
| What percentage of your Atlanta-based employees participates in volunteer activities?       |
| How does your community support connect to your business objectives?       |
| How do you measure your program (e.g. number of volunteers, volunteer hours, project outcomes, trees planted, meals served, items donated, etc.)? Based on your measurement, what has been the impact of your program to date?       |
| How does your program affect employee retention, morale, satisfaction and/or engagement?       |
| Describe how your company’s volunteer program is supported by all employment levels (senior executives, middle management, and staff).       |

**Business-to-Business Partnership**

**Nomination Form**

**Corporate Volunteer Council of Atlanta**

**Criteria:**

The Business-to-Business Partnership\* IMPACT Award will be presented to a program or project that:

* Effectively leverages a partnership with a business to develop solutions that are stronger and more comprehensive than could have been created without the partnership;
* Effectively leverages a partnership with a business to implement solutions that produce results that are greater than could have been achieved without the partnership; and
* Demonstrates an ongoing arrangement with the ability to be sustained.

**THE CONTENTOF THIS SECTION *MUST BE ANONYMOUS.***

To avoid disqualification, do not reference company identities, volunteer program name, beneficiaries or phrases that could reveal the identity of programs.

**Nomination must not exceed 500 words.**

\*Please note that for the Business-to-Business Partnership, the relationship must be between two or more for profit companies. Nonprofits may not be nominated as partners in the Business-to-Business Category.

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| What are the goals and objectives of the partnership?       |
| Describe the project or program activities.       |
| How did both parties collaborate in developing and implementing the project? Including who within each organization was involved.       |
| Describe your results and how this partnership was mutually beneficial.       |
| Briefly describe your company’s partnership with this business (or businesses) and explain how that partnership supports the mission/goals of the employee volunteer program. Highlight any specific projects of activities that specifically relate to the company employee volunteer program strategy.       |

**Business-to-Nonprofit Partnership**

**Nomination Form**

**Corporate Volunteer Council of Atlanta**

**Criteria:**

The Business-to-Nonprofit Partnership IMPACT Award will be presented to a program or project that:

* Effectively leverages a partnership with a nonprofit to develop solutions that are stronger and more comprehensive than could have been created without the partnership;
* Effectively leverages a partnership with a nonprofit to implement solutions that produce results that are greater than could have been achieved without the partnership; and
* Demonstrates an ongoing arrangement with the ability to be sustained.

For the Business-to-Nonprofit Partnership IMPACT Award, 501(c)(3) nonprofits, public schools and tax exempt public services are eligible partners.

**THE CONTENTOF THIS SECTION *MUST BE ANONYMOUS.***

To avoid disqualification, do not reference company identities, volunteer program name, beneficiaries or phrases that could reveal the identity of programs.

**Nomination must not exceed 500 words.**

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| --- |
| What are the goals and objectives of the partnership?       |
| Describe the project or program activities.       |
| How did both parties collaborate in developing and implementing the project? Including who within each organization was involved.       |
| Describe your results and how this partnership was mutually beneficial.       |
| Briefly describe your company’s partnership with this nonprofit (or nonprofits) and explain how that partnership supports the mission/goals of the employee volunteer program. Highlight any specific projects of activities that specifically relate to the company employee volunteer program strategy.       |

**Skills-Based Volunteerism**

**Nomination Form**

**Corporate Volunteer Council of Atlanta**

**Criteria:**

The Skills-Based Volunteerism IMPACT Award will highlight a company that integrates skilled volunteerism into its community engagement activities to impact the community as well as accomplish business objectives.

**THE CONTENTOF THIS SECTION *MUST BE ANONYMOUS.***

To avoid disqualification, do not reference company identities, volunteer program name, beneficiaries or phrases that could reveal the identity of programs.

**Nomination must not exceed 500 words.**

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| Which business objectives has your company accomplished through skills-based volunteerism?       |
| How has your company’s skill-based volunteer initiatives helped a nonprofit(s) achieve its mission and what you are doing to create sustainable results?       |
| How did your company purposefully integrate skills-based volunteerism into its business strategy to produce a measurable return?       |
| What percentage of your company’s volunteer efforts is skills-based versus traditional projects that do not require a particular skill?       |
| If your company has a pro bono policy (e.g. legal and professional services firms), please include it. This policy will not be counted in your total word count.  |

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**Project of the Year**

**Nomination Form**

**Corporate Volunteer Council of Atlanta**

**Criteria:**

The Project IMPACT Award will be presented to a company that executed a short-term volunteer project that was completed within one year and achieved significant, measurable results.

**THE CONTENTOF THIS SECTION *MUST BE ANONYMOUS.***

To avoid disqualification, do not reference company identities, volunteer program name, beneficiaries or phrases that could reveal the identity of programs.

**Nomination must not exceed 500 words.**

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| What were the goals and objectives of the project?       |
| Describe the project activities.       |
| What special qualities or challenges made this project and its results unique?       |
| What percentage of your Atlanta-based employees volunteered for this project, including preparation/coordination support and onsite?       |
| What statistics do you collect to measure your programs (e.g. number of volunteers or volunteer hours, project outcomes such as trees planted, meals served, items donated, etc.)? Based on these statistics, what was the impact of this project?       |
| Describe the sustainability of this project, i.e. how will the results of your short-term volunteer service have an ongoing impact on the community or agency?       |
| Describe the role of key stakeholders from your company in the planning, implementation and sustainability of the project.       |