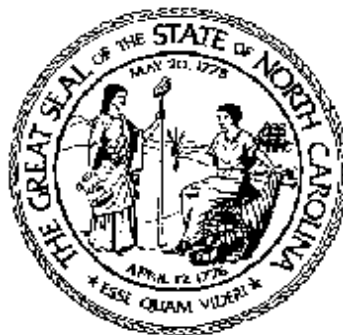


2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT



NOMINATION PROCEDURES AND FORMS

**Commission on Workforce Development
North Carolina Department of Commerce
4327 Mail Service Center
(STREET ADDRESS: 301 N. Wilmington Street - 27601)
Raleigh, NC 27699-4327**

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION PROCEDURES

OUTSTANDING EMPLOYER

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Nominations must be for accomplishments during July 1, 2002 - June 30, 2003.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form.
- C. **Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on Monday, June 23, 2003. Faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate identification information on the attached form. **The Chief Executive Officer of the nominating organization must sign this form.**

Section III. Synopsis: Attach a brief synopsis (no more than one-half single-spaced typed page) that describes the business nominated, including the type of business or organization, number and type of employees, and whether the business is a subsidiary/local branch of a national business. Emphasize the types of training offered and include other pertinent descriptive information.

Section IV. Nominee Accomplishments: Please describe the accomplishments of the business and explain why the business should be considered for this award. Describe how the business has positively contributed to the local/state economy and improved workforce training and employment opportunities. Limit the narrative to no more than two single-spaced typed pages. Each of the following criteria must be addressed in separate paragraphs:

- A. The extent to which the business has demonstrated a continuing commitment to the workforce development system through donation of employee time and services, exemplary hiring practices and the encouragement of business involvement in workforce development efforts.
- B. The extent to which the business has demonstrated involvement/use of public education and training programs. Examples include work with School-to-Careers, JobLink (One-Stop) Career Centers, Welfare-to-Work (WtW), cooperative education, vocational training or other training offered through the public school system, community colleges, apprenticeship training, supported employment, on-the-job training, older worker training, workforce literacy training, Work Opportunity Tax Credit, Workforce Investment Act program, the Work First program and other workforce development programs.

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 23, 2003***

Outstanding Employer Award

Page Two

- B. The extent to which the business has promoted positive community/public relations for workforce development programs and supported/encouraged individuals in need of workforce development.
- C. The extent to which the business has improved workforce development opportunities for specific populations including youth, displaced workers, disabled individuals, welfare recipients, veterans, older workers, ex-offenders, economically and educationally disadvantaged, and/or other populations.
- D. The extent to which the business has implemented and practiced employee-centered work practices including employee professional development, employee assistance programs, educational training/workplace literacy, family-centered work policies, and other related efforts.

BY MONDAY, JUNE 23, 2003

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION FORM

OUTSTANDING EMPLOYER

I. NOMINEE INFORMATION:

Business Nominated: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

Person to be notified if selected for an award: _____

E-mail address: _____

Number of employees employed at this site: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____
Name Signature

III. SYNOPSIS (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate pages.)

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 23, 2003***

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT ADULT

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Nominees must be gainfully employed during July 1, 2002 - June 30, 2003 after completing a workforce development program/activity.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- C. Awards will be presented at a banquet on **October 23, 2003** at the Sheraton Four Seasons in Greensboro. **If the nominee is selected to receive this award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.**
- D. Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on Monday, June 23, 2003. Faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate identification information on the attached form. **The Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include participant characteristics and previous education and work history.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
- B. Describe the nominee's accomplishments.
- C. Specify the workforce development activity the nominee completed during the July 1, 2002 – June 30, 2003 time period.
- D. Discuss any barriers or hardships the nominee has overcome in order to successfully participate in and complete a workforce development program/activity.
- E. Identify the current status of the nominee (i.e. in school and/or training, whether nominee is employed, name of employer, work/job title, rate of pay, etc.).

Section V. Support Letter(s): The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency.

NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT

BY MONDAY, JUNE 23, 2003

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT ADULT

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Mailing Address: _____

Telephone Number: _____

Identify the workforce development program/activity that the nominee completed: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____ / _____
Name Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page/s.)

V. SUPPORT LETTER(S) (Attach letter/s.)

NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT

BY MONDAY, JUNE 23, 2003

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

**NEW CATEGORY
NOMINATION PROCEDURES**

OUTSTANDING WORKFORCE DEVELOPMENT OLDER YOUTH

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Eligible older youth nominees in this category are individuals who at the time of enrollment into a workforce development program/activity, have not yet reached their 22nd birthday and are at least 18 years of age.
- B. Older Youth eligible for this award must have during July 1, 2002 - June 30, 2003 either:
 - completed training and continued in another training activity; or
 - completed training and continued their education; or
 - completed training and are currently gainfully employed.
- C. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- D. Awards will be presented at a banquet on **October 23, 2003** at the Sheraton Four Seasons in Greensboro.
If the nominee is selected to receive this award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.
- E. **Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on Monday, June 23, 2003. Faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate identification information on the attached form. **The Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include participant characteristics and previous education and work history.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
- B. Describe the status of the nominee's accomplishments against established goals.
- C. Specify the workforce development activity the nominee completed during the July 1, 2002 – June 30, 2003 time period.
- D. Discuss any barriers or hardships the nominee has overcome in order to successfully participate in and complete a workforce development program/activity.
- E. Identify the current status of the nominee (i.e. in school and/or training, whether nominee is employed, name of employer, work/job title, rate of pay, etc.).

Section V. Support Letter(s): The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency.

NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT

BY MONDAY, JUNE 23, 2003

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

**NEW CATEGORY
NOMINATION FORM**

OUTSTANDING WORKFORCE DEVELOPMENT OLDER YOUTH

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Mailing Address: _____

Telephone Number: _____

Identify the workforce development program/activity that the nominee completed: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____ / _____
Name Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page/s.)

V. SUPPORT LETTER(S) (Attach letter/s.)

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 23, 2003***

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

**NEW CATEGORY
NOMINATION PROCEDURES**

OUTSTANDING WORKFORCE DEVELOPMENT YOUNGER YOUTH

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Eligible Younger Youth nominees are individuals who at the time of enrollment into a workforce development program/activity, have not yet reached their 18th birthday and are at least 14 years of age.
- B. Younger Youth eligible for this award must have, during July 1, 2002 - June 30, 2003 either:
 - completed or demonstrated excellent progress toward the attainment of a high school diploma or equivalent;
 - completed or demonstrated successful work experience; or
 - completed or demonstrated community leadership qualities and positive social behaviors.(See additional information for this award on the next page)
- C. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- D. Awards will be presented at a banquet on **October 23, 2003** at the Sheraton Four Seasons in Greensboro.
If the nominee is selected to receive this award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.
- E. **Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on Monday, June 23, 2003. Faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form. **The Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include participant characteristics and education.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
 - B. Describe the status of nominee's accomplishments against established goals.
 - C. Specify the workforce development activity the nominee completed during the July 1, 2002 – June 30, 2003 time period.
 - D. Discuss any barriers or hardships the nominee has overcome in order to successfully participate in and complete a workforce development program/activity.
 - E. Identify the current status of the nominee (i.e. in school and/or training, whether nominee is employed, name of employer, work/job title, rate of pay, etc).
- F. **Section V. Support Letter(s):** The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency. The nomination may also include letters of support from agencies that demonstrate the youth's success.

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 23, 2003***

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NEW CATEGORY

**ADDITIONAL INFORMATION FOR THE
YOUNGER YOUTH CATEGORY**

As you consider nominations for the Younger Youth award, please consider the following:

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time and are designed to enable youth to gain exposure to the working world and its requirements--providing an opportunity for career exploration and skill development. (Work experience does not necessarily mean paid employment, but can include other activities such as job shadowing, internships, service learning, and community service projects.)

Leadership may include such activities as community and service learning; peer mentoring and tutoring and; team work, decision-making and citizenship training.

Positive social behaviors are often the outcomes of leadership opportunities and include building a positive self-esteem and positive attitude; openness to working with individuals from different racial and ethnic backgrounds; maintaining healthy lifestyles; maintaining positive relationships with responsible adults and peers; maintaining a commitment to learning and academic success; avoiding delinquency; postponed and responsible parenting; and positive job attitudes and work skills.

NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT

BY MONDAY, JUNE 23, 2003

**2003 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

**NEW CATEGORY
NOMINATION FORM**

OUTSTANDING WORKFORCE DEVELOPMENT YOUNGER YOUTH

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Mailing Address: _____

Telephone Number: _____

Identify the workforce development program/activity that the nominee completed: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____ / _____
Name Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page/s.)

V. SUPPORT LETTER(S) (Attach letter/s)

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 23, 2003***