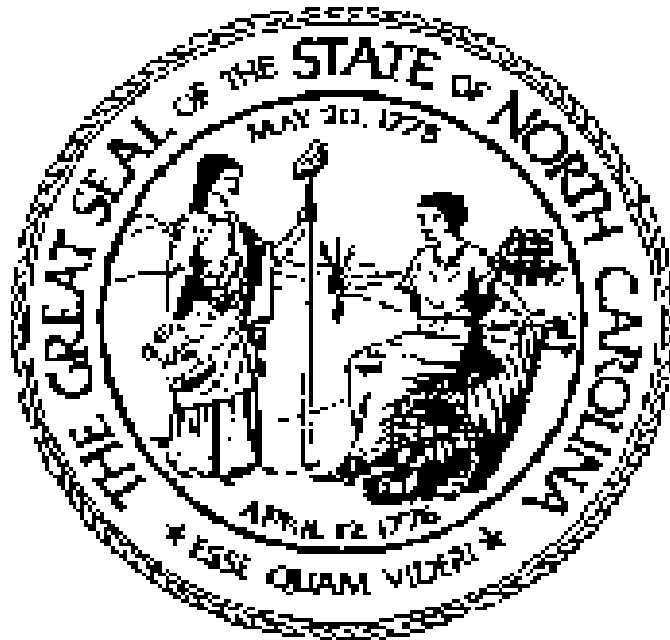


2004
GOVERNOR'S AWARDS FOR
EXCELLENCE IN WORKFORCE
DEVELOPMENT



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

Dear Workforce Development Community:

Attached are the nomination forms and procedures for the *2004 Governor's Awards for Excellence in Workforce Development* and for the *Wayne Daves Award For Outstanding Achievement In Workforce Development*.

The Awards will be presented at a banquet on October 28, 2004 at the Sheraton Four-Seasons/Koury Center in Greensboro, as part of the 2004 Workforce Development Partnership Conference, October 27-29, 2004.

Nominations will be accepted for the following award categories:

**Outstanding Workforce Development Employer
Outstanding Workforce Development Adult (2 awards)
Outstanding Workforce Development Older Youth Award.
Outstanding Workforce Development Younger Youth Award**

A new award, the *Wayne Daves Award For Outstanding Achievement In Workforce Development* has been added this year to recognize the outstanding efforts of a front-line staff person that has contributed to the continuous improvement within a local JobLink Career Center or other workforce development program. The North Carolina Workforce Development Board Directors' Council sponsors this award.

All nominations are due to the Commission on Workforce Development by Monday, June 28, 2004.

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

Questions or comments may be directed to Stephanie Deese at deeses@ncccs.cc.nc.us or 919.807.7159, or Hollie Allen at hallen@ncccommerce.com or 919.715.1025.

Please note that it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the individuals selected to receive awards.

2004
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT EMPLOYER

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

- A. Nominations must be for accomplishments during July 1, 2003 - June 30, 2004.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form.
- C. Complete nominations must be received by the Commission on Workforce Development, Attn: Hollie Allen, no later than 5:00 p.m. on Monday, June 28, 2004. 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, 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, Workforce Investment Act program, the Work First program, the Workfare program and the Food Stamp Employment and Training program and other workforce development programs.

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT BY
MONDAY, JUNE 28, 2004

Outstanding Employer Award

Page Two

- C. 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.
- D. The extent to which the business has improved workforce development opportunities for specific populations including youth, displaced workers, disabled individuals, public assistance recipients, veterans, older workers, ex-offenders, economically and educationally disadvantaged, and/or other populations.
- E. 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.

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY *MONDAY, JUNE 28, 2004*

2004
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT 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

Title

Signature

III. SYNOPSIS (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate pages.)

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY *MONDAY, JUNE 28, 2004*

2004
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, 2003 - June 30, 2004 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 28, 2004 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. Complete nominations must be received by the Commission on Workforce Development, Attn: Hollie Allen, no later than 5:00 p.m. on Monday, June 28, 2004. 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 nominee 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, 2003 – June 30, 2004 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 ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 28, 2004

2004
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 Title Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

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

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

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 28, 2004

2004
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

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, had not yet reached their 22nd birthday and were at least 18 years of age.
- B. Older Youth eligible for this award must have completed a workforce development program/activity during July 1, 2003 - June 30, 2004 and either:
 - continued in another training activity/program; or
 - continued their education; or
 - are currently gainfully employed, or
 - are currently serving in the armed forces.
- 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 28, 2004** 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. **Complete nominations must be received by the Commission on Workforce Development, Attn: Hollie Allen, no later than 5:00 p.m. on Monday, June 28, 2004. 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 nominee 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 his/her established goals.
- C. Specify the workforce development activity the nominee completed during the July 1, 2003 – June 30, 2004 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 ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY *MONDAY, JUNE 28, 2004*

2004
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT OLDER YOUTH

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Date of Birth: _____ Date first enrolled in a workforce development activity: _____

Mailing Address: _____

Telephone Number: _____

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

Identify the completion date of the workforce development program/activity: _____

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 Title Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

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

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

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY *MONDAY, JUNE 28, 2004*

2004
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

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, had not yet reached their 18th birthday and were at least 14 years of age.
- B. Younger Youth eligible for this award must have, during July 1, 2003 - June 30, 2004 either:
 - completed or demonstrated excellent progress toward the attainment of a high school diploma or equivalent; or
 - completed or demonstrated successful work experience(s); 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 28, 2004 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. Complete nominations must be received by the Commission on Workforce Development, Attn: Hollie Allen, no later than 5:00 p.m. on Monday, June 28, 2004. 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 nominee 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 his/her established goals.
- C. Specify the workforce development activity the nominee completed or demonstrated success during the July 1, 2003 – June 30, 2004 time period.

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 28, 2004

Outstanding Younger Youth Award

Page Two

- D. Discuss any barriers or hardships the nominee has overcome in order to successfully participate in or complete a workforce development program/activity.
- E. Identify the current status of the nominee (i.e., in school, military, and/or training, and if appropriate, employment). A younger youth does not have to be employed to be eligible to be nominated for this award.

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.

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. Work experiences 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 experiences should help the youth acquire the personal attributes, knowledge, and skill needed to obtain a job and advance in employment.

A work experience can be broadly designed and does not necessarily mean paid employment, but can include other work-based activities such as job shadowing, internships, service learning, and community service projects.

Leadership development opportunities are opportunities that encourage responsibility, employability and other positive behaviors such as community and service learning; peer mentoring and tutoring, teamwork training, 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 ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT BY <i>MONDAY, JUNE 28, 2004</i>

2004
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT YOUNGER YOUTH

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Date of Birth: _____ Date **first*** enrolled in a workforce development activity: _____
*(*This date will establish the youth's status as a younger youth, it is not necessarily the date the youth entered the program/activity for which they are nominated)*

Mailing Address: _____

Telephone Number: _____

Identify the workforce development program/activity for which the youth is being nominated:

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	Title	Signature
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III. BIOGRAPHICAL INFORMATION (Attach separate page.)

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

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

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY *MONDAY, JUNE 28, 2004*

2004
AWARD FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION PROCEDURES

**WAYNE DAVES AWARD FOR OUTSTANDING ACHIEVEMENT IN
WORKFORCE DEVELOPMENT**

(Sponsored by the North Carolina Workforce Development Board Directors' Council)

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

- A. Nominees must be gainfully employed as a front-line staff person during July 1, 2003 - June 30, 2004.
- 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 28, 2004 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. Complete nominations must be received by the Commission on Workforce Development, Attn: Hollie Allen, no later than 5:00 p.m. on Monday, June 28, 2004. 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 nominee 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. Describe the main responsibilities of the workforce development job held by the individual.
- B. Describe significant contributions made to the workforce development system above and beyond the normal professional duties and responsibilities of providing services.
- C. Discuss how the individual has impacted or contributed to continuous improvement within the local JobLink Career Center or other workforce development program.
- D. Give a narrative description of the nominee's exceptional customer service.
- E. Describe innovation and creativity in delivery of workforce development services.
- F. Demonstrate how the nominee developed and promoted a positive image for the workforce development delivery system.

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 ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY MONDAY, JUNE 28, 2004

2004
AWARD FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION FORM

***WAYNE DAVES AWARD FOR OUTSTANDING ACHIEVEMENT IN
WORKFORCE DEVELOPMENT***

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Title: _____ Agency/Organization: _____

Mailing Address: _____

Telephone Number: _____

Identify the workforce development job that individual holds:

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	_____ Title	_____ Signature
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III. BIOGRAPHICAL INFORMATION (Attach separate page.)

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

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

NOMINATIONS ARE DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY *MONDAY, JUNE 28, 2004*