

Personnel
VOLUNTEER AWARDS

POLICY: The Division will recognize exceptional service provided by persons serving in a volunteer capacity.

PURPOSE: The Volunteer in Parks Awards program is established to recognize outstanding service or exceptional nature of a participant in the Volunteer in Parks Program (VIP).

PROCEDURE:

- I. Any permanent employee in Nevada Division of State Parks (NDSP) that is associated with the VIP Program can nominate a participant for an award in the following areas:
 - A. Certificate of Appreciation: Certificate is issued to any volunteer who has performed in a satisfactory manner.
 - B. Certificate of Achievement:
 1. Issued to a volunteer who has donated at least five hundred (500) hours. Hours can be accumulated from various Nevada State Parks, but there can be no more than a nine (9) month break in service at one time.
 2. Issued to a volunteer who has taken on a project and completed it in a timely manner, without a lot of park participation, while adhering to NDSP policies and rules. Example: Volunteer, using park materials and tools constructed 5 new garbage can enclosures.
 - C. Excellence Award (Plaque):
 1. Issued to a volunteer who has donated a total of one thousand (1,000) hours. Hours can be accumulated from various Nevada State Parks, but there can be no more than a nine (9) month break in service at one time.
 2. Issued to someone who has completed a major project in a timely manner, within NDSP policies and rules, while using park material and tools. Major means a minimum of 500 man hours, or a project that the Park Supervisor can articulate the importance of the project's completion.

D. Commendation Award (Plaque):

This award is issued to a volunteer who has donated five thousand (5,000) hours and demonstrated extraordinary dedication and made significant contributions to State Parks, fellow employees, volunteers or the public. Hours can be accumulated from various Nevada State Parks, but there can be no more than a nine (9) month break in service at one time.

RULES:

1. All personnel nominated for any award must be signed up and actively participating in the Nevada Division of State Parks Volunteers in Parks Program.
2. Fill out the VIP Award Request Form shown in Attachment B.
3. All nominees for Certificate of Appreciation and Achievement must receive approval from park supervisor and regional manager. Nominees for the Award of Excellence and Commendation must also be approved by the *deputy administrator* and the administrator.
4. Nominations for any of the awards can be made once the volunteer qualifies.
5. The certificates will be signed and issued from the Division Office, and copies kept in the parks or region office. (See Attachment C)
6. The two plaques will copy the longevity awards and will be constructed at *northern region office*. Wording for the plaques are shown in Attachment A.
7. All volunteer time will be tracked at the park level.

AWARD OF EXCELLENCE (silver photo metal with wood plaque)

VOLUNTEER SMITH

In recognition of outstanding accomplishments and contributions to Nevada Division of State Parks Volunteer In Parks Program, has earned the:

AWARD OF EXCELLENCE
DATE

Administrators Signature

Deputy Administrator's Signature

AWARD OF COMMENDATION (gold photo metal with wood plaque)

VOLUNTEER SMITH

In recognition of the major contributions that he/she has given to the success of the Nevada Division of State Parks Volunteer Program. And due to his/her dedication and accomplishments, has been selected to receive the highest level of gratitude.

AWARD OF COMMENDATION
DATE

Administrators Signature

Deputy Administrator's Signature

VOLUNTEER IN PARKS AWARD REQUEST FORM

NAME OF NOMINEE: _____ DATE: _____

EMPLOYEE MAKING NOMINATION: _____ PARK: _____

APPRECIATION
 ACHIEVEMENT
 EXCELLENCE
 COMMENDATION

VOLUNTEER HISTORY:

PARK NAME	DATES TO/FROM	VOLUNTEER HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DESCRIPTION: In detail describe what the volunteer has done to qualify for the selected award. (Attach other pages as needed)

Park Supervisor/Date

Regional Manager/Date

Deputy Administrator/Date

Administrator/Date

CERTIFICATE OF ACHIEVEMENT

THIS CERTIFICATE IS AWARDED TO

VOLUNTEER SMITH

IN RECOGNITION OF OUTSTANDING ACCOMPLISHMENTS AND CONTRIBUTIONS
TO NEVADA DIVISION OF STATE PARKS VOLUNTEER IN PARKS PROGRAM

ADMINISTRATOR

Date

CHIEF OF OPERATIONS AND MAINTENANCE

Date

Deputy Admin



CERTIFICATE OF APPRECIATION

This certificate is awarded to

VOLUNTEER SMITH



IN RECOGNITION OF VALUABLE CONTRIBUTIONS TO

**NEVADA DIVISION OF STATE PARKS
VOLUNTEER IN PARKS PROGRAM**

ADMINISTRATOR _____ Date _____

CHIEF OF OPERATIONS AND MAINTENANCE _____ Date _____
Deputy Ash