

Purpose of Form

Form VOL-A-1 is used by the volunteer program to honor outstanding volunteers who offer services to Oklahomans in need.

Instructions for Preparation of Form

The form is self-explanatory. Please complete all information requested.

If you are requesting other volunteer awards by using Forms VOL-A-2, Freida Mosley Award; VOL-A-3 Ed Birchall Award; VOL-A-4 Donna Nigh Award; or VOL-A-5, Outstanding Youth Award, a copy of this form must be completed and attached to the other form(s).

Routing of Form

Nominations must be received by February 1 each year. Send completed forms electronically or via intra-agency mail to the area contact person responsible for the nominee's county of residence. Internet addresses are the name (shown below) @okdhs.org.

AREA I		AREA II		AREA III	
Contact: Amy Whitson		Contact: Gary Huckabay		Contact: Rick Bert	
Area I Office Field Operations Division 1401 Lera Drive, Suite 4 Weatherford, OK 73096		Area Office II Field Operations Division 2609 S.W. Lee Blvd. Lawton, OK 73505		Oklahoma County OKDHS, 550 5905 N. Classen, Suite 401 Oklahoma City, OK 73118	
COUNTIES		COUNTIES		COUNTIES	
Alfalfa	Kay	Caddo	Jackson	Canadian	Oklahoma
Beaver	Kingfisher	Carter	Jefferson		
Beckham	Logan	Cleveland	Kiowa		
Blaine	Major	Comanche	Love		
Cimarron	Noble	Cotton	McClain		
Custer	Pawnee	Garvin	Murray		
Dewey	Payne	Grady	Stephens		
Ellis	Roger Mills	Greer	Tillman		
Garfield	Texas	Harmo	Washita		
Grant	Woods	n			
Harper	Woodward				
AREA IV		AREA V		AREA VI	
Contact: Rhonda Rowe		Contact: Barbara Flock		Contact: Vanessa Ashley	
Area IV Office Field Operations Division 1628 E. Beverly, Suite 104 Ada, OK 74820		Mayes County OKDHS 501 S. Elliott Pryor, OK 74361		Area VI Office Field Operations Division 907 S. Detroit, Suite 906 Tulsa, OK 74120	
COUNTIES		COUNTIES		COUNTIES	
Atoka	McCurtain	Adair	McIntosh	Creek	Tulsa
Bryan	Okfuskee	Cherokee	Muskogee	Osage	Washington
Choctaw	Pittsburg	Craig	Nowata		
Coal	Pontotoc	Delaware	Okmulgee		
Hughes	Pottawatomie	Haskell	Ottawa		
Johnston	Pushmataha	Latimer	Rogers		
Lincoln	Seminole	Leflore	Sequoyah		
Marshall		Mayes	Wagoner		

OKLAHOMA DEPARTMENT OF HUMAN SERVICES

VOLUNTEER NOMINATION

Volunteer nominations are based on exceptional service. Criteria considered in nominating volunteers are: length of service (suggested six-month minimum), number of hours served, number of clients served, unique accomplishments, and significant impact on clients or the community. Nominations are not restricted to certified Oklahoma Department of Human Services (OKDHS) volunteers but are for any volunteer whose work has benefited Oklahomans needing a helping hand. **Give special attention to correct spelling of names and complete addresses..** Please give specific detailed information. Forms with incomplete or insufficient information may be returned or not considered for recognition. **Nominations** must be **received by February 1** each year. Send completed forms to the area contact person responsible for the nominee's county of residence. The area contact persons are listed on page 2.

Volunteer's name		Job title	
Contact person (for organizations only)			
Address	City	State	Zip
Phone	Date of birth	Years employed	
Occupation, former, if retired	Spouse's name		
Service location of the volunteer	How long has the volunteer served?	How many hours?	

Explain the volunteer's duties:

Does the nominee require special accommodations at the ceremony, such as a wheelchair or interpreter? Yes No

If yes, what is needed?

Explain in detail why you believe the volunteer should receive this award. Include information such as his or her accomplishments or the impact his or her volunteer services have made on clients or the community. Please attach additional pages as needed.

Nominated by		Title
Agency	Office phone	County
Office address	City	State Zip