



Connecting Neighbors, Enriching Lives

Freeport Community Services

Since 1974

2019 Carol Kaplan Nomination Form

Nominate an outstanding individual annual Carol Kaplan Award

FCS is a non-profit organization dedicated to the serving the residents of Freeport and Pownal. Our mission is to enrich lives, connect neighbors and help those in need in Freeport and Pownal. We are committed to the highest standards of integrity, accountability and stewardship.

This important award is dedicated to the memory of Carol Kaplan, who served as Freeport's General Assistance Administrator from 1982 until her death in 1997. Carol was known for her generosity and compassion in serving the needs of those who came to her for assistance. This award honors her legacy of working together with the community to build a better future for residents.

The Carol Kaplan award, now it its 22nd year, will be given to an outstanding volunteer at FCS. Winners will be recognized at the Annual Board of Directors Meeting on Monday, October 28, 2019 from 6:30-8:00 pm at Freeport Community Services. Please complete this form and follow the instructions for the Letter of Support.

A. Nominee Information (please print):

Individual Name: _____

Company (if applicable): _____

Street Address: _____ City/Zip: _____

Daytime Phone: _____ Cell: _____ Email: _____

B. Nominator Information:

Name: _____ Organization: _____

Street Address: _____ City/Zip: _____

Daytime Phone: _____ Cell: _____ Email: _____

C. Letter of Support:

On a separate sheet (up to two-pages), explain why this individual deserves this award (see the next page for what to include).

D. Mail, fax, deliver or email to:

Kim Hudak
Office Manager
53 Depot St.
Freeport, ME 04032
(207) 865-2236-fax
khudak@fcsmaine.org – e-mail

Nomination Submissions due at NOON on Friday, September 13, 2019



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Instructions and Criteria

The Carol Kaplan Award recognizes an individual who has a demonstrated positive effect on the clients of Freeport Community Services and/or the organization itself. They must have given tirelessly towards the mission of Freeport Community Services. This award recognizes an outstanding individual who demonstrates commitment to, and active engagement in volunteering in the towns of Freeport and Pownal.

Eligibility

- Past winners are not eligible in the category previously won.
- Nominees must volunteer in the towns of Freeport and/or Pownal.
- The nominee must be able to attend the FCS Annual Meeting on October 28, 2019 at 6:00 pm.

Nomination Information

- Each nomination must include the Nomination Form.
- Each nomination must include a Letter of Support, including a paragraph for each bullet point below (up to two pages). Label each paragraph with the underlined criteria title.
- No photos, videos or scrapbooks please.
- Judges may know nothing about the nominee, so “sell” the judges on why your nominee should win. Give specific examples, personal comments and include quotes.
- Receipt of the Nomination Form will be acknowledged via email.
- Incomplete Nomination Forms and/or incorrect Letters of Support will not be judged.

Awards

- Briefly state the nominee’s responsibilities within the organization.
- Impact – Based on the community need, describe the difference the nominee’s service made for the clients, agency and the community. What changed? Who was affected and how?
- Activity –What particular service has the nominee performed? Include level of involvement, number of hours, frequency, motivation and challenges overcome if applicable.
- What distinguishes this person from others?
- Ability to Meet Needs - How was this service performed and what needs did this address?
- What difference did this make in the lives of people served by FCS or the Community at large?
- Reflection - Offer your personal comments here
- Please include a brief biography of the nominee which will include personal and civic involvement.