

Service Member of the Year Nomination Guidelines

NOMINEE ELIGIBILITY CRITERIA

1. The nominee must reside in Enterprise, AL, or in close proximity to the city.
2. The nominator must **provide a legible and up-to-date copy of the Service Member's Soldier Record Brief or service equivalent document. All PII should be redacted.**
3. The nominee must participate in an Enterprise related Veteran Service Organization and/or other Enterprise related community organizations and activities.
4. Has made significant public service contributions in volunteer work in support of Veterans and/or the military community during the current fiscal year's dates of: 1 October 2023 – 30 September 2024
5. Has earned recognition at the local, state, or national level for excellence achieved through actions above and beyond the call of duty during the current fiscal year's dates of: 1 October 2023 – 30 September 2024
6. Nomination Application and corresponding documentation must be received by the advertised deadline: **15 October 2024.**
7. Must not have previously received this award.

NOMINATIONS

- 1) How to Apply
 - a) Nominations must be submitted using the attached application, or completed online, before the deadline.
 - i) Apply online at www.EnterpriseAlabama.com
 - ii) Applications submitted in writing must be legible.
 - iii) Applications online must upload corresponding documents. No larger than 4MB. Limit submissions to one document listing the title of awards and recognitions received during the past year. The following file type formats will be accepted: .jpg, .pdf, .tif, .gif, .png.
- 1) Required Documents
 - a) Up to date copy of the Service Member's Soldier Record Brief.
 - b) A short biography and written summary to describe the nominee's achievements, support activities, and overall deservedness within the award period. Do not list the military actions during his/her military service. Provided information must be limited to 2 pages. Please including the following:
 - i) Description of significant accomplishments within the award period, including dates and documentation that will substantiate the nominee's service and accomplishments (i.e. news articles, relevant online biographies and/or copies of commendations, etc.).
 - ii) List of all Veteran Service Organizations and/or Community/Civic Organizations that the Nominee is currently actively participating in.
 - iii) Details of significant service to veterans, Enterprise related Veteran Service Organization(s) and/or other Enterprise related community organization(s), and activities
 - iv) Describe volunteer activities and participation in church, youth, school, civic and other organizations.
 - v) List of any significant awards or recognized achievements at the local, state, or national level.
 - vi) If your Service Member of the Year is employed, please provide the employment description and contributions he/she has made over and above that expected.
 - vii) Provide a brief description of the reasons this individual is being nominated for this award

TIP: Remember, the Committee may not know your Service Member. Your nomination form provides needed information for them. Provide information needed to understand your nominee's contributions and support to the community.

SELECTION PROCESS

- 1) Nominations will be reviewed, and the recipients will be selected by the Service Member/Veteran of the Year Committee.
- 2) Nominations will be evaluated on the scope and impact of a nominee's achievements between 1 October 2023 – 30 September 2024 and the extent to which their efforts benefit and provide inspiration to our community and other Veterans. Please document significant achievements and accomplishments.
- 3) Your nominee will be compared and graded against other nominees in the following areas:
 - a) Verification of Service
 - b) Direct Service to other Veterans and Service Members.
 - c) Participation in Veteran Specific non-profit groups and activities,
 - d) Participation in Community non-profits and contribution to civic activities,
 - e) Evidence of service to the community.
 - f) Other achievements or awards in the last 12 months.

AWARDS

The Service Member of the Year recipient will receive an award and a personal acknowledgement of his/her accomplishment at the Veterans Appreciation Community Luncheon on Thursday, November 7, 2024, at the Enterprise Civic Center, located at 2401 Neil Metcalf Rd, Enterprise, Alabama, 36330.

INQUIRIES

For more additional information or questions about the nomination process, please contact Kay Kirkland, City of Enterprise, at (334) 347-2212 or kkirkland@enterpriseal.gov.

For more information about the Veterans Appreciation Community Luncheon event, please contact the Enterprise Chamber of Commerce at (334) 347-0581 or info@enterprisealabama.com.

SERVICE MEMBER OF THE YEAR AWARD NOMINATION FORM

Nominee Information

Veteran Name: _____ Telephone #: _____

Home Address: _____

Email Address: _____

Branch of Service: _____ Type of Discharge _____

Dates of Service: _____

Circle one: Active Duty Reserves National Guard

Rank/title at time of nomination: _____

If employed outside of the military, please list title and employer: _____

List all current volunteer leadership positions (veteran service organizations, civic organizations, church, etc.) _____

Nominator Information

I, the undersigned, nominate the above-named person for the 2024 City of Enterprise Veteran of the Year.

Signature: _____ Date Signed: _____

Printed Name: _____ Telephone #: _____

Email Address: _____

If making nomination on behalf of an organization, list organization:

Name of Organization: _____

Contact Name: _____ Telephone #: _____

Email Address: _____

Organization Mailing Address: _____

Signature: _____ Date Signed: _____

Printed Name: _____ Title/Position: _____

Please return completed form, corresponding documents, and narrative (no more than two pages) via mail it to by 5 p.m. Tuesday, Oct. 15, 2024: City of Enterprise, Attn: Kay Kirkland, P.O. Box 311000, Enterprise, AL 36331 or email to: kkirkland@enterpriseal.gov.

DEADLINE – OCT. 15, 2024

(EXAMPLE) NOMINATION

(It is not necessary to follow this format. The format is provided for ease of use of the nominator and is in Times New Roman font, 12 pitch). (Please limit all nominations to no more than two pages).

To whom it may concern,

It is with great pleasure that I nominate Mr. Joe Smith for consideration as the 2024 City of Enterprise, Alabama Veteran of the Year Awardee. Mr. Smith has demonstrated outstanding commitment and service to local Veteran's organizations and our community.

Biography: Mr. Joe Smith served in the United States Army from 1984 until 1996. Upon exit from service as a SSgt, he provided outstanding service as a tank mechanic. He served his county honorably and with distinction. He achieved the status as a military instructor prior to his separation. He is married and has two children, both of which have graduated college and have their own families. He is the recipient of 3 Army Achievement Medals, and 3 Army Good Conduct Medals. (This section gives the nomination committee a background on the nominee and will be used to provide a short bio for the 2024 Veteran of the Year).

Service to other Veterans: Mr. Joe Smith has provided support to the Veterans of Coffee County by heading the Homeless Veterans Fund Drive, that was supported by 35 volunteers. The Funds of this drive were used to provide Homeless Veterans with the means to provide food, shelter, and other personal needs. Additionally, Mr. Smith provides free automotive assistance to Veterans referred by the Wiregrass Veteran's Coalition. (This section is for direct assistance provided to Veterans.)

Participation in Veteran Specific non-profit groups and activities: Mr. Joe Smith volunteered to support the Wiregrass Veterans Stand Down where he provided 20 hours of counseling and guidance to 37 Veterans. His actions increased the resources and morale of these Veterans and their families. (This section breaks out any assistance given to Veterans directly or indirectly via a non-profit group).

Participation in Community Non-Profits and contribution to civic activities: As member of the Enterprise Chamber of Commerce, Board of Directors, Mr Smith participated in several events and assisted in numerous areas with the set up and tear down of each event. These events included but was not limited to ribbon cuttings for new businesses, fall and spring festival, and the Saint Patty's Day parade. (Events and scenarios of this example nomination are completely fictitious and are only given as brief examples of what types of services the nominator may wish to add to this block).

Evidence of service to the community: As Assistant Pastor for his church, Mr. Smith coordinates and assists in weekly communion, potlucks, and worship services. He also serves as a prayer leader twice a month for church men's prayer meetings. He sits on the Economic Development Board and the Enterprise Chamber Board of Directors. (The nominator does not need to use Biography, Service to other Veterans, Participation in Veteran Specific non-profit groups and activities, Participation in Community non-profit and contribution to civic activities, nor Evidence of service to the community paragraph identifiers in this nomination).

The 2024 City of Enterprise Veteran Committee will be cognizant and fair in the grading of nominee's and may give additional points in more than one area for services provided to the community and Veterans. (Please limit all nominations to no more than two pages).

Sincerely,

[Name of Nominator]