



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 25, 2008

MEMORANDUM

TO: Community College Presidents

FROM: Fred G. Williams, Executive Vice President
and Chief Operating Officer

SUBJECT: **Governor's Awards for Excellence in Workforce Development
for the Year 2008**

Attached is a copy of a letter recently sent to President Lancaster and other state agency heads from Roger Shackleford, Executive Director of the Commission on Workforce Development, requesting nominations for the *Governor's Awards for Excellence in Workforce Development*. The awards will be presented at a banquet on **October 23**, in conjunction with the North Carolina Workforce Development Partnership Conference scheduled for **October 22-24, 2008**, at the Sheraton Four Seasons Hotel in Greensboro.

Attached are the nomination procedures, forms, and a timetable. If you should submit nominations for any of the award categories, please comply with the requirements specified for that particular award.

If you should have any questions, please contact Stephanie Deese, Director, Workforce Initiatives, at 919-807-7159 or e-mail deeses@nccommunitycolleges.edu.

FGW/SD/bl
Attachments

c: Deans of Continuing Education
CRC Administrators
HRD Directors
NEIT/FIT Directors

CC08-092
Electronic Copy



**North Carolina
Department of Commerce**

***NC Commission on Workforce Development
Division of Workforce Development***

**Michael F. Easley, Governor
James T. Fain III, Secretary**

**Christopher C. Rolfe, Chairman
Roger Shackelford, Executive Director**

April 24, 2008

The Honorable H. Martin Lancaster, President
North Carolina Community College System
5001 Mail Service Center
Raleigh, NC 27699-5001

Dear President Lancaster:

The Commission on Workforce Development is in the process of planning its 2008 Workforce Development Partnership Conference, which is scheduled for October 22-24 at the Sheraton Four Seasons Hotel in Greensboro. The ***Governor's Awards for Excellence in Workforce Development*** will be presented as part of the conference at a banquet on **October 23**. Interagency committees have been established to plan the conference and to help with the awards process.

The awards will recognize four outstanding workforce development recipients, two adults and two youth (one older youth and one younger youth). Two outstanding employers will also be recognized. The *Wayne Daves Award for Outstanding Achievement in Workforce Development* was added in 2004 to recognize the outstanding efforts of a front-line staff person, who must work in a local JobLink Career Center and provides workforce development services to job seekers and/or local businesses, and whose efforts have contributed to the continuous improvement of the JobLink Career Center system during July 1, 2007 – June 30, 2008. The North Carolina Workforce Development Board Directors' Council sponsors this award.

Attached is the nomination package to be distributed to the various local workforce development entities. We ask for your support in distributing the packages to your local colleagues. **Please note that nominations are due to the Workforce Development Training Center by 5:00 p.m. on June 16, 2008.** Your assistance with this distribution process is appreciated. Please call Stephanie Deese at 919.807.7159 or email deeses@nccommunitycolleges.edu if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Roger Shackelford".

Roger Shackelford, Executive Director
Commission on Workforce Development

Attachments:

1. Governor's Awards Committee List
2. Time Schedule
3. Nomination Package

c: Stephanie Deese

313 Chapanoke Rd. Suite 120•4316 Mail Service Center•Raleigh, North Carolina 27699-4316

Tel: (919)329-5230•Fax: (919)329-5585

An Equal Opportunity/Affirmative Action Employer

2008
GOVERNOR'S AWARDS FOR
EXCELLENCE IN
WORKFORCE DEVELOPMENT



NOMINATION PROCEDURES
AND FORMS

**Workforce Development Training Center
4351 Mail Service Center
Raleigh, NC 27699-4351
(STREET ADDRESS: 313 Chapanoke Road, Suite 140 - 27603)**

Dear Workforce Development Community:

Attached are the nomination forms and procedures for the *2008 Governor's Awards for Excellence in Workforce Development* and for the *Wayne Daves Award for Outstanding Achievement in Workforce Development*. Also included is a checklist to ensure that all the required information has been submitted.

The Awards will be presented at a banquet on Thursday, October 23, 2008 at the Sheraton Four-Seasons/Koury Center in Greensboro, as part of the 2008 Workforce Development Partnership Conference, October 22-24, 2008.

Nominations will be accepted for the following award categories:

1. Outstanding Workforce Development Employer
2. Outstanding Workforce Development Adult
3. Outstanding Workforce Development Older Youth Award
4. Outstanding Workforce Development Younger Youth Award
5. Wayne Daves Award for Outstanding Achievement (*for front-line staff*)

The *Wayne Daves Award For Outstanding Achievement In Workforce Development* was added in 2004 to recognize the outstanding efforts of a front-line staff person, who must work in a local JobLink Career Center and provides workforce development services to job seekers and/or local businesses, and whose efforts have contributed to the continuous improvement of the JobLink Career Center system during July 1, 2007 – June 30, 2008. The North Carolina Workforce Development Board Directors' Council sponsors this award.

The nominations must be in compliance with the following specifications:

- 1) All nominations must be received by the Workforce Development Training Center by 5:00 p.m. on Monday, June 16, 2008, whether delivered by hand, USPS, FED EX, or courier service.**
- 2) Late, faxed or e-mailed nominations will not be accepted.**
- 3) Each nomination must include a letter of support from the local workforce development board.
- 4) Nominators may submit only one nomination per category.**
- 5) Mail all nominations to:

Workforce Development Training Center
Attn: Martha Barefoot
4351 Mail Service Center
Raleigh, NC 27699-4351
(STREET ADDRESS: 313 Chapanoke Road, Suite 140 – 27603)

- 6) Questions or comments may be directed to Stephanie Deese at deeses@ncccommunitycolleges.edu or 919.807.7159, or Martha Barefoot at mbarefoot@ncommerce.com or 919.329.5592.

It is the responsibility of the nominating agency to provide the necessary transportation and lodging for the individuals selected to receive awards.

2008
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, 2007 - June 30, 2008.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form, support letter(s), and checklist.
- C. The original and one copy of the complete nomination package must be received by the Workforce Development Training Center, Attn: Martha Barefoot, no later than 5:00 p.m. on Monday, June 16, 2008. Late, faxed or e-mailed nominations will not be accepted.

DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:

Sections I and II. Nominee/Nominator Information. Provide the appropriate identification information on the attached nomination 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. 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, community-based organizations, 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, the Food Stamp Employment and Training program, Job Corps, and other workforce development programs.
- 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.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

Outstanding Employer Award

Page Two

- 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.

Section V. Support Letter. The nomination must include a letter of support from the local workforce development board.

Checklist: Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the contact person or CEO of the nominating agency.

2008
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 individuals 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.)

V. SUPPORT LETTER: The nomination must include a letter of support from the local workforce development board.

2008
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CHECKLIST

OUTSTANDING WORKFORCE DEVELOPMENT EMPLOYER

- The original and one copy of nomination package bound by a clip (no binders, folders).
- Signature of nominating agency's Chief Executive Officer on nomination form
- Section I/II – Nominee/Nominator Information completed.
- Section III – Synopsis of Nominee completed on one-half single-spaced typed page.
- Section IV – Nominee Accomplishments completed on two single-spaced typed pages with each criteria (A-E) discussed in separate paragraphs.
- Section V – Attached letter(s) of support from the local workforce development board.
- Received prior to deadline of June 16, 2008.

Please complete this checklist, sign it and **return with your nomination packet** to the
Workforce Development Training Center.

Contact person or CEO of nominating agency

Signature: _____ **Date:** _____

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

2008
GOVERNOR'S AWARDS FOR EXCELLENCE IN
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NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT ADULT

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

- A. Nominees must have been in school and/or training and gainfully employed during July 1, 2007 - June 30, 2008, 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, support letter(s), and checklist.
- C. Awards will be presented at a banquet on October 23, 2008, 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. The original and one copy of the nomination package must be received by the Workforce Development Training Center, Attn: Martha Barefoot, no later than 5:00 p.m. on Monday, June 16, 2008. Late, faxed or e-mailed nominations will not be accepted.

DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:

Sections I and II. Nominee/Nominator Information: Provide the appropriate identification information on the attached nomination form. The Chief Executive Officer of the nominating organization must sign this form.

Section III. Biographical Information. 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. Provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee. Each of the following criteria must be addressed in separate paragraphs:

- 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, 2007 - June 30, 2008 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.). If not currently working, list dates of past employment and number of hours worked per week.

Section V. Support Letter. The nomination must include a letter of support from the local workforce development board.

Checklist. Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the contact person or CEO of the nominating agency.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
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GOVERNOR'S AWARDS FOR EXCELLENCE IN
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NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT ADULT

I. NOMINEE INFORMATION:

Individual Nominated: _____

Mailing Address: _____

Telephone Number: _____

E-mail address: _____

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: The nomination must include a letter of support from the local workforce development board.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

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GOVERNOR'S AWARDS FOR EXCELLENCE IN
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CHECKLIST

OUTSTANDING WORKFORCE DEVELOPMENT ADULT

- The original and one copy of nomination packet bound by a clip (no binders, folders).
- Nominee employed sometime during the period of July 1, 2007 – June 30, 2008.
- Signature of nominating agency's Chief Executive Officer on nomination form.
- Section I/II – Nominee/Nominator Information completed.
- Section III – Biographical Information completed on one-half single-spaced typed page.
- Section IV – Nominee Accomplishments Completed on two single-spaced typed pages with each criteria (A-E) discussed in separate paragraphs.
- Section V – Attached letter(s) of support from the local workforce development board.
- Received prior to deadline of June 16, 2008.

Please complete this checklist, sign it and **return with your nomination packet** to the
Workforce Development Training Center.

Contact person or CEO of Nominating Agency

Signature: _____ **Date:** _____

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

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GOVERNOR'S AWARDS FOR EXCELLENCE IN
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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, 2007 - June 30, 2008 **AND** either:
 - continued in another training activity/program; or
 - continued their education; or
 - became gainfully employed; or
 - entered the armed forces.
- C. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form, support letter(s), and checklist.
- D. Awards will be presented at a banquet on October 23, 2008, 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. The original and one copy of the nomination package must be received by the Workforce Development Training Center, Attn: Martha Barefoot, no later than 5:00 p.m. on Monday, June 16, 2008. Late, faxed or e-mailed nominations will not be accepted.

DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:

Sections I and II. Nominee/Nominator Information. Provide the appropriate identification information on the attached nomination form. The Chief Executive Officer of the nominating organization must sign this form.

Section III. Biographical Information. 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. Provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee. Each of the following criteria must be addressed in separate paragraphs:

- 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, 2007 – June 30, 2008 time period.
- D. Discuss the interests, strengths and skills the nominee possesses and steps he/she has taken to improve and build upon these assets while in a workforce development 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. The nomination must include a letter of support from the local workforce development board.

Checklist. Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the contact person or CEO of the nominating agency.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING CENTER BY **MONDAY, JUNE 16, 2008.** 10

2008
GOVERNOR'S AWARDS FOR EXCELLENCE IN
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NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT OLDER YOUTH

I. NOMINEE INFORMATION:

Individual Nominated: _____

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: The nomination must include a letter of support from the local workforce development board.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

2008
GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT

CHECKLIST

OUTSTANDING WORKFORCE DEVELOPMENT OLDER YOUTH

- The original and one copy of nomination packet bound by a clip (no binders, folders).
- At time of enrollment, nominee must have been at least 18 and not have reached their 22nd birthday.
- Nominee completed a workforce development program/activity during July 1, 2007 – June 30, 2008 AND either: continued in another training activity/program; or continued their education; or became employed; or entered the armed forces.
- Signature of nominating agency's Chief Executive Officer on nomination form.
- Section I/II – Nominee/Nominator Information completed
- Section III –Biographical Information completed on one-half single spaced page.
- Section IV – Nominee Accomplishments completed on two single-spaced typed pages with each criteria (A-E) discussed in separate paragraphs.
- Section V – Attached letter(s) of support from the local workforce development board.
- Received prior to deadline of June 16, 2008.

Please complete this checklist, sign it and **return with your nomination packet** to the
Workforce Development Training Center.

Contact Person or CEO of Nominating Agency

Signature: _____ **Date:** _____

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

2008
GOVERNOR'S AWARDS FOR EXCELLENCE IN
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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 demonstrated leadership skills during July 1, 2007 - June 30, 2008, AND either:
 - demonstrated excellent progress toward the attainment of a high school diploma or equivalent; or
 - demonstrated successful work experience(s).*(See additional information regarding work experience on the next page)*
- C. It is not required that the individual has exited the workforce system to be eligible to be nominated for this award.
- D. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form, support letter(s), and checklist.
- E. Awards will be presented at a banquet on October 23, 2008, 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.
- F. The original and one copy of the nomination package must be received by the Workforce Development Training Center, Attn: Martha Barefoot, no later than 5:00 p.m. on Monday, June 16, 2008. Late, faxed or e-mailed nominations will not be accepted.

DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:

Sections I and II. Nominee/Nominator Information. Provide the appropriate information on the attached nomination form. The Chief Executive Officer of the nominating organization must sign this form.

Section III. Biographical Information. 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. Provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee. Each of the following criteria must be addressed in separate paragraphs:

- A. Explain why the nominee should be considered for this award.
- B. Describe the status of nominee's accomplishments against his/her established goals, including demonstrated leadership skills and positive social behaviors.
- C. Specify the nominee's workforce development activities, and his/her demonstrated successes during the July 1, 2007 – June 30, 2008 time period.
- D. Discuss the interests, strengths and skills the nominee possesses and steps he/she has taken to improve and build upon these assets while in a workforce development activity.
- E. Identify the current status of the nominee (i.e., in school, and/or training). A younger youth does not have to be employed to be eligible to be nominated for this award.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

Outstanding Younger Youth Award

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Section V. Support Letter(s). The nomination must include a letter of support from the local workforce development board. The nomination may also include letters of support from agencies that demonstrate the youth's success.

Checklist. Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the contact person or CEO of the nominating agency.

ADDITIONAL INFORMATION FOR THE YOUNGER YOUTH CATEGORY

As you consider nominations for the Younger Youth category, please review 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 skills 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.

2008
GOVERNOR'S AWARDS FOR EXCELLENCE IN
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NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT YOUNGER YOUTH

I. NOMINEE INFORMATION:

Individual Nominated: _____

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. Youth must be between the ages of 14-17 at date of first enrollment to be eligible to be nominated in this younger youth category.)*

Mailing Address: _____

Telephone Number: _____

E-mail address: _____

Identify the workforce development activities 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

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

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

V. SUPPORT LETTER(S): The nomination must include a letter of support from the local workforce development board. The nomination may also include letters of support from agencies that demonstrate the youth's success.

2008
GOVERNOR'S AWARDS FOR EXCELLENCE IN
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CHECKLIST

OUTSTANDING WORKFORCE DEVELOPMENT YOUNGER YOUTH

- The original and one copy of nomination packet bound by a clip (no binders, folders).
- At time of first enrollment in a workforce development activity, nominee must have been at least 14 and have not reached their 18th birthday.
- Nominee during July 1, 2007 – June 30, 2008 must have either completed or demonstrated excellent progress toward the attainment of a high school diploma or successful work experience(s), or community leadership qualities and positive social behaviors.
- Signature of nominating agency's Chief Executive Officer on nomination form.
- Section I/II – Nominee/Nominator Information completed.
- Section III –Biographical Information completed on one-half single-spaced typed page.
- Section III – Nominee Accomplishments completed on two single-spaced typed pages with each criteria (A-E) discussed in separate paragraphs.
- Section V – Attached letter(s) of support form the local workforce development board.
- Received prior to deadline of June 16, 2008.

Please complete this checklist, sign it and **return with your nomination packet** to the
Workforce Development Training Center.

Contact Person or CEO of Nominating Agency

Signature: _____ **Date:** _____

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

2008
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 work in a local JobLink Career Center, and provides workforce development services for job seekers and /or local businesses, and whose efforts have contributed to the continuous improvement of the JobLink Career Center system during July 1, 2007 - June 30, 2008. *(Only front-line staff nominations will be considered in this category).*
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form, support letter(s) and checklist.
- C. Awards will be presented at a banquet on October 23, 2008, 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. The original and one copy of the nomination package must be received by the Workforce Development Training Center, Attn: Martha Barefoot, no later than 5:00 p.m. on Monday, June 16, 2008. Late, faxed or e-mailed nominations will not be accepted.

DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:

Sections I and II. Nominee/Nominator Information. Provide the appropriate identification information on the attached nomination form. The Chief Executive Officer of the nominating organization must sign this form.

Section III. Biographical Information. Provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include nominee characteristics, education, credentials and work history.

Section IV. Nominee Accomplishments. Provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee. Each of the following criteria must be addressed in separate paragraphs:

- A. Describe the main responsibilities of the workforce development job held by the individual.
- B. Describe significant contributions made to the workforce development system 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 system or other workforce development program.
- D. Provide 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 a letter of support from the local workforce development board.

Checklist. Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the contact person or CEO of nominating agency.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

2008
EXCELLENCE IN
WORKFORCE DEVELOPMENT

NOMINATION FORM

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

I. NOMINEE INFORMATION:

Individual Nominated: _____

Title: _____ Agency/Organization: _____

Mailing Address: _____

Telephone Number: _____

E-mail address: _____

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): The nomination must include a letter of support from the local workforce development board.

NOMINATIONS ARE DUE TO THE WORKFORCE DEVELOPMENT TRAINING
CENTER BY **MONDAY, JUNE 16, 2008.**

2008
EXCELLENCE IN
WORKFORCE DEVELOPMENT

CHECKLIST

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

- The original and one copy of nomination packet bound by a clip (no binders, folders).
- Nominee employed as a front-line staff person during July 1, 2007 – June 30, 2008.
- Signature of nominating agency's Chief Executive Officer on nomination form.
- Section I/II – Nominee/Nominator Information completed.
- Section III – Biographical Information completed on one-half single-spaced typed page.
- Section IV – Nominee Accomplishments completed on two single-spaced typed pages with each criteria (A-F) discussed in separate paragraphs.
- Section V – Attached letter(s) of support from the local workforce development board.
- Received prior to deadline of June 16, 2008.

Please fill out this checklist, sign it and **return with your nomination packet** to the
Workforce Development Training Center.

Contact person or CEO of nominating agency:

Signature: _____ **Date:** _____

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**TIMETABLE
FOR
2008 GOVERNOR'S AWARDS PROCESS**

March 28	Initial correspondence to Awards Committee
April 25	Letter to agency members informing them of the Governor's Awards process
May 2	Nomination packages available from Commission on Workforce Development and the Workforce Development Training Center
June 16	<u>Nomination packages due to Workforce Development Training Center</u>
June 23	Nomination packages sent to committee members for review and ranking
July 22-25	Awards Committee to meet and to review nominations
August	Finalize selection of award recipients
August 6-25	Selections finalized through Governor's Office - Governor notifies award recipients and invites to awards banquet
October 22-24	2008 WORKFORCE DEVELOPMENT PARTNERSHIP CONFERENCE
October 23	AWARDS BANQUET