

# United States Department of the Interior

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In Reply To:

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Information Bulletin No. MT-2004-039

To: State Management Team

From: State Director

Subject: Nominations for BLM's 2004 "Making a Difference" National  
Volunteer Awards (WO IB No. 2004-045) DD: 2/27/04

The BLM National Volunteer Awards Program acknowledges volunteers and BLM employees involved with the Volunteer Program who have made significant contributions to Bureau of Land Management programs, initiatives, and/or events. Several factors influence the selection of award recipients, including the caliber and extent of their service and the program needs they have filled. Attachment 1 provides eligibility criteria, outlines the nomination process, provides guidelines for preparation of nomination packages, and briefly describes the selection process. Please note that BLM nominees and private volunteers will be evaluated in two separate groups.

For more information on BLM's 2003 "Making a Difference" winners, please visit the BLM Volunteer Website at  
[http://www.blm.gov/volunteer/news/vol\\_awards\\_2003/vol\\_news03b.html](http://www.blm.gov/volunteer/news/vol_awards_2003/vol_news03b.html).

Please submit your nominations to Matt Proctor at [mproctor@blm.gov](mailto:mproctor@blm.gov) by February 27, 2004.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment

1-2004 BLM "Making a Difference" National Volunteer Awards Criteria  
and Nomination Process (1 p)

Distribution w/attm.  
Assistant Field Manager, Glasgow Field Station  
Assistant Field Manager, Havre Field Station  
Volunteer Coordinators

# 2004 BLM “Making a Difference” National Volunteer Awards Criteria and Nomination Process

## **CRITERIA**

Nominees should have demonstrated excellence in one or more of the following areas:

- Service to public lands and the American people
- Support of BLM’s mission
- Raising the awareness of the public about conserving and protecting the public lands
- Building of partnerships or stewardship opportunities
- Support of the volunteer program

## **ELIGIBLE NOMINEES (TWO SEPARATE CATEGORIES)**

- Individual BLM volunteers, hosted workers, and groups
- BLM employees: Volunteer Coordinators, volunteer supervisors/organizers

## **NOMINATION PROCESS**

Nominations should be submitted, via your State or Center Volunteer Coordinator, to Mary Tisdale, Manager of the BLM Environmental Education and Volunteers Group, by March 5, 2004. If a nominee is the State or Center Volunteer Coordinator, that nomination may be submitted separately and directly. All nominations must be approved by management at some level. The cover memo accompanying the nomination packet should reflect this management approval.

## **CONTENTS OF NOMINATION PACKAGE**

Nominations should not be longer than one page each. Each nomination package should include the following:

- Nominee’s name
- Nominee’s address
- Nominee’s phone number, fax number, e-mail address
- Name, office address, phone number, and e-mail address of volunteer’s BLM contact or employee-supervisor, or BLM employee’s supervisor
- Length of nominee’s service in the volunteer program (if relevant)
- Narrative about the nominee’s “Making a Difference” contribution in 2003:
  - work or project description
  - significance to BLM’s mission, and/or dollar value of contribution
  - two- or three-sentence summary describing how the volunteer “made a difference”

## **SELECTION PROCESS**

A selection committee consisting of one or more BLM Washington Office employees, one BLM field employee (or an employee with field experience), and one or more representatives from external organizations will convene to evaluate award nominees. Judges will not be required to select a specific number of winners; rather, they will be encouraged to select those nominees who they deem have made the most significant difference in helping BLM manage the public lands. Please note that BLM nominees and private volunteers will be evaluated in separate groups.

## **AWARDS CEREMONY**

“Making a Difference” Award presentations will be made at a special ceremony in May. Details on the ceremony will be available in the near future.