

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
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LAKEWOOD, COLORADO 80215-7093**

In Reply Refer To:
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August 14, 2008

EMS TRANSMISSION 08/15/2008
Instruction Memorandum No. CO-2008-048
Expires: 09/30/2009

To: Field and Center Managers
Attn: Volunteer Coordinators

From: State Director

Subject: Colorado 2008 Volunteer of the Year Award

DD: 10/15/2008

Program Area: All Management of Land Resources (MLR) Programs

Purpose: This Instruction Memorandum invites each Field Manager, Center Director, and Colorado State Office Deputy State Directors to make nominations for the 2008 Colorado Volunteer of the Year Award.

Background: The Colorado Volunteer of the Year Award has been in effect since FY 2006. Volunteers play a vital role in helping the Bureau of Land Management (BLM) Colorado achieve its mission. Each year, over 3,000 volunteers contribute their time and talents. Whether working alone, as a group, or alongside an agency employee either on a part-time, seasonal, or long-term basis, volunteers make a difference. This award program acknowledges volunteers who have made significant contributions to Colorado BLM programs, initiatives, and/or events.

Policy/Action: You are cordially invited and encouraged to submit nominations of outstanding volunteers for BLM Colorado's 2008 "Volunteer of the Year" Award, which will recognize 2008 program accomplishments. Several factors influence the selection of award recipients, including the caliber and extent of their service and the program needs they have filled. Nominations should be submitted to Jack Placchi at the Colorado State Office.

Volunteer of the Year Award Process

- ❖ Nomination submissions will be due by October 15th and selections will be made no later than December 1st.
- ❖ Nominations will be submitted with no more than a one page written summary on why the nominee is deserving of the Volunteer of the Year Award. Photos are welcome and encouraged.
- ❖ Award presentations will be coordinated by recipient's supervisor or the Field Office Volunteer Coordinator. If possible arrange for the State Director or other SO representative to be available to present award.
- ❖ The Colorado Volunteer of the Year will automatically be nominated for the 2009 BLM National Making a Difference Award.

Award

- ❖ Stylish stone plaques are available from the State Office or recognition awards can be designed by the field office. The award can be based on recipient's volunteer interests and personalized to be more meaningful.
- ❖ Colorado State Office will pay for the recognition award. (\$50 limit).
- ❖ In addition, recipient's name will be added to a State Office Plaque listing all "Volunteer of the Year" honorees.
- ❖ \$1,000 Program Award: in addition to the recognition awards, the Field Office that the recipient is working for will receive a \$1,000 funding allocation from the State Office. These funds are for direct support of the program and or project the recipient is working on.

Budget Impact: There will be a small budget impact for the \$1,000 program award and (if needed), for any associated travel by the State Director to present the award.

Manual/Handbook Sections Affected: BLM Manual Section 1114 (Volunteers).

Contact: Contact Jack Placchi, Volunteer Coordinator, Colorado State Office at 303-239-3832.

Signed by:
David Hunsaker
Acting State Director

Authenticated by:
Cathy Cooney
Branch of IRM & Access