

**BLM Wyoming's 2015 Youth, Volunteers, and BLM Employees
"Superstar" Awards and Recognition Program
Nomination Criteria and Process**

CRITERIA

Employee nominees should have demonstrated excellence in one or more of the following areas in support of BLM Wyoming's Education, Interpretation, and Youth Engagement Program mission and goals:

- **Engaging Youth:** providing educational, recreational, and service opportunities designed to get young people, families, and communities outdoors and active.
- **Employing Youth:** building a diverse future workforce and public land stewards through youth employment opportunities.
- **Expanding Partnerships:** completing meaningful projects in partnership with youth-serving organizations, including non-traditional organizations. Some of the on-the-ground work tasks may be mission-critical to BLM.
- **Communication:** advocating the BLM Youth and Volunteer Program-sponsored opportunities and events to the public through outreach and local media outlets, including social media. Promoting internal communication to keep BLM managers informed and updated on Youth and Volunteer Program goals, challenges, and success stories.

ELIGIBLE NOMINEES (TWO SEPARATE AWARD CATEGORIES)

- **Employee Award-** recognition of outstanding 2015 accomplishments by BLM employees for their remarkable work with youth.
- **Youth and Volunteer Award-** recognition of outstanding 2015 accomplishments by individual project organizers or partnership groups who helped BLM fulfill its Youth Program mission.

NOMINATION PROCESS

All nominations must be approved by a BLM manager. Upon approval, State, District, and Field Offices will submit nomination packages to their senior leadership, preferably via email, no later than **Monday, August 3, 2015. Districts and State Office will submit winning nomination packages to the State Director, no later than Tuesday, September 8, 2015.**

CONTENTS OF NOMINATION PACKAGE

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

- Nominee's name
- Nominee's address
- Nominee's phone number (s), fax number, email address(es)
- Name, office address, phone number, and email address of nominee's BLM contact (for partners) or supervisor (for BLM employees).
- Narrative should highlight the significance of the nominee's contribution to BLM Wyoming's Youth and Volunteer Program goals and mission. In addition to the criteria listed above, the narrative may include: 2015 accomplishments; the nominee's length of service as a youth/volunteer advocate; involvement in meaningful projects; or how the nominee's work "made a difference" in people's lives.

SELECTION PROCESS

Three "Superstar" award recipients (one employee award, one youth award, one volunteer award) from each State and District/Field Offices may be selected at the discretion of the nominating Office's District Manager and Associate State Director, respectively.

AWARDS

Selected BLM employees may receive:

- Cash (Star) awards of \$750 or less
- Plaques
- T-shirt
- Certificate of Appreciation

Selected volunteers may receive:

- Non-monetary awards, not to exceed \$50 per person
- Plaques

Selected youth employed by the BLM may receive the same or selected youth outside BLM may receive the same as volunteers

AWARDS CEREMONY

BLM Wyoming's 2015 Youth, Volunteer, and BLM Employee "Superstar" awards will be presented by either the Acting State Director or District Manager at a recognition ceremony to be scheduled in early FY16. Details on the ceremony and information on travel arrangements will be provided to winners and their BLM contacts well in advance of the ceremony date.