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|  | OUTSTANDING ADULT |  |  |

 **THIS FORM IS FOR DRAFTING PURPOSES ONLY**

**GENERAL INFORMATION**

1. Awards will be presented at a banquet on the evening of October 15, 2020, 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.
2. Online forms must be submitted **on or before 5:00 pm, Friday, May 15, 2020. Late nominations will not be accepted.** [**Click Here**](https://www.surveygizmo.com/s3/5379006/2020-Governor-s-NCWorks-Awards-of-Distinction-for-Outstanding-Adult) **to access to the online form.**
3. Nominators should seek approval from local Workforce Development Board prior to online submission.

**ADULT CATEGORY NOMINATION CRITERIA**

Nominations not in compliance with these specifications will not be considered:

1. Eligible adult nominees are individuals who at the time of nomination were at least 26 years of age.
2. Nominees must have been involved in a publicly-funded NC workforce service or program during July 1, 2019 - June 30, 2020.
3. Nominees must have demonstrated exceptional achievement to attain career-related goals.
4. Nominees must be gainfully employed at the time of nomination.

**WORKFORCE SERVICE OR PROGRAM DEFINED**

For the purpose of the nominations for the Governor’s NCWorks Awards of Distinction, a publicly-funded workforce service or program includes those focused on career development, employment, job training, skill building, and career exploration. Examples include the following:

* NCWorks Career Centers
* WIOA Title I - Adult, Dislocated Worker, Youth
* WIOA Title II – Workforce Literacy
* WIOA Title III (Wagner-Peyser)
* WIOA Title IV - Vocational Rehabilitation
* Agricultural Services
* Community Colleges
* Community-based Organizations
* CTE and Early College
* Job Corps
* NC Apprenticeship
* Supplemental Nutrition Assistance Program (SNAP)
* Trade Adjustment Assistance (TAA)
* Veterans Services
* Work First
* Older Worker Training
* Reentry
* Programs for Persons with Disabilities

**DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:**

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| **Section** | **Required Component** | **Instructions** |
| I. | Nominee Information | Provide all required information for the nominee. |
| II. | Nominator Information | Provide all required information for the organization making the nomination and the contact person. |
| III. | Nominee Accomplishments | Provide all requested information about the nominee’s accomplishments.  |
| IV. | Support Letter | For validation, the nomination must include a letter of support from the local Workforce Development Board. This may be submitted as a PDF. |
| V. | Checklist | Complete the checklist to ensure the nomination package contains all required information.  |

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| **SECTION I - NOMINEE INFORMATION:** |
| This nominee is 26 years of age or over:  |  YES  NO |
| Individual Nominated:  |  |
| Mailing Address:  |       |
| Telephone Number:  |       |
| E-mail address:  |       |
| Name of Workforce Program and activities nominee participated in: |       |
| Employer’s Name |       |
| Employer’s City: |       |
| Beginning date of employment: |       |

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| **SECTION II - NOMINATION SUBMITTED BY:** |
| Contact Person: |  |
| Job Title: |  |
| Organization Name: |       |
| Telephone Number: |       |
| Mailing Address: |       |
| E-mail address: |       |

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| **SECTION III - NOMINEE ACCOMPLISHMENTS:** |

1. **Why should the nominee be considered for this award?** Summarize the nominee’s progress toward career goals, specify the workforce program participation and dates, and give an overall statement of what they accomplished that makes them exceptional.

(**Text box is limited to 350 words**)

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1. **Tell the nominee’s story.** Share strengths, skills, and positive assets they have demonstrated while in the program or service. Include any significant challenges overcome while working toward career goals. (**Text is limited to 500 words)**

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C. Identify the nominee’s current employer, job title, and their job responsibilities. Add further information to give a complete picture of their employment. (**Text is limited to 350 words**)

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| **SECTION IV - LETTER OF SUPPORT:** |

Now that you completed the draft of your nomination, you will need to request a letter of support from your local [Workforce Development Board](https://www.ncawdb.org/local-boards/). Once you have received a letter of support, it’s time to submit your nomination online. [**Click here**](https://www.surveygizmo.com/s3/5379006/2020-Governor-s-NCWorks-Awards-of-Distinction-for-Outstanding-Adult) to access the online nomination form. If you do not have a letter of support at the time of the online submission, email a copy to ncwtc@nccommerce.com before the **deadline of 5:00 pm on Friday, May 15, 2020**.

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| **SECTION V - CHECKLIST:** |
|  | Nominee meets criteria outlined on Page 1. |
|  | **Section I** – Nominee Information completed. |
|  | **Section II** –Nominator Information completed. |
|  | **Section III** – Nominee Accomplishments for the period of July 1, 2019 to June 30, 2020. |
|  | **Section IV** - Support letter(s) from the local Workforce Development Board ready for submission along with your online nomination or emailed to ncwtc@nccommerce.com **before 5:00 pm on Friday, May 15, 2020.** |
|  | Nominating organization has submitted only ONE nomination in this category. |

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**Online nominations must be submitted**

**before 5:00 pm on Friday, May 15, 2020.**

**Late nominations will not be accepted.**

**[Click Here to Access the online form.](https://www.surveygizmo.com/s3/5379006/2020-Governor-s-NCWorks-Awards-of-Distinction-for-Outstanding-Adult)**

**Questions? Contact Jonathan Snow at** **jonathan.snow@nccommerce.com**