

Volunteers are the unsung and unnamed heroes who help build and empower the nation. Their compassion and selfless service to the underprivileged communities ignite hope and serve as indispensable tools in our journey towards progress and sustainability.



**SHARE
YOUR
STORY,
INSPIRE
OTHERS**

JOIN THE 2017

SEARCH FOR OUTSTANDING VOLUNTEERS



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
**PHILIPPINE NATIONAL VOLUNTEER
SERVICE COORDINATING AGENCY**

FOR MORE INFORMATION:

Tel no. (02) 277-7389, Email: info@pnvsca.gov.ph
visit our website: <http://www.pnvsca.gov.ph>

**GUIDELINES ON
THE SEARCH FOR OUTSTANDING VOLUNTEERS 2017**
*(For use by the SOV Regional Search Committees (SOV-RSC)
and SOV National Selection Committee (SOV-NSC)*

I. PURPOSE

The Search for Outstanding Volunteers (SOV) aims to highlight the exemplary performance and dedication to service of Filipino volunteers in helping people and communities and recognize the role of volunteerism in development and nation-building.

II. COVERAGE

The Search is open to the following individuals and organizations currently providing volunteer assistance in the Philippines:

1. Individuals of Filipino citizenship;
2. Filipino or local chapters of foreign/international non-profit organizations; and
3. Filipino or local chapters of foreign/international corporate organizations.

For purposes of the Search, the following definitions shall be used:

- a) *Volunteer* refers to individual/s who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute time, service and resources, whether on full-time or part-time basis to a just and essential social development cause, mission or endeavour in the belief that their activity is mutually meaningful and beneficial to public interest as well as to themselves.
- b) *Non-Profit* refers to non-stock, non-profit, non-government organization/s, including academic institution/s that implement volunteer program/s by mobilizing and engaging volunteers to provide services and assistance in socio-economic, humanitarian, civic and cultural development activities.
- c) *Corporate* refers to companies that implement volunteer program/s either as a component of Corporate Social Responsibility (CSR) or initiated and supported by the employee group, where employees are mobilized and engaged to volunteer their time, skills and resources for socio-economic, humanitarian, civic and cultural development activities.

III. TYPES AND CATEGORIES OF AWARDS

1. National Outstanding Volunteer Award (NOVA)
The NOVA is conferred to an individual or organization for outstanding volunteer service that has made a significant contribution to uplifting the lives of people and communities served.
 - 1.1. Individual
 - Youth
 - Adult
 - 1.2. Organization
 - Non-Profit
 - Corporate
2. Volunteer Lifetime Achievement Award (VLAA)
The VLAA is conferred to an individual or organization for consistent and outstanding volunteer service and whose achievement is regarded as an inspiration and role model in the field of volunteerism.
3. Special Citation
A Special Citation in Volunteerism is also conferred to recognize volunteering efforts and/or support to volunteerism by an individual, group or organization that do not qualify under the regular SOV categories but which are deemed equally meritorious in accomplishment.

IV. QUALIFICATIONS FOR NOMINATION

1. NOVA
 - 1.1. Individual
 - Must be fifteen (15) to thirty (30) years old for the youth category and at least thirty-one (31) years old for the adult category at the time of submission of nomination;
 - Has been providing volunteer assistance consistently for at least three (3) years for the youth category and at least five (5) years for the adult category at the time of submission of nomination;

- A member of a volunteer organization or institution registered with the Securities and Exchange Commission (SEC) or PNVSCA or other duly recognized accrediting government institution; or recognized as a volunteer by the local government, local institution or community being provided with volunteer services; and
- Has not been found guilty of crime or offense involving moral turpitude.

1.2. Organization

- Has been providing volunteer assistance consistently for at least five (5) years for the non-profit category and at least three (3) years for the corporate category at the time of submission of nomination; and
- Registered with the Securities and Exchange Commission (SEC) or PNVSCA or other duly recognized accrediting government institution; or recognized as a volunteer organization by the local government, local institution or community being provided with volunteer services.

2. VLAA

- Has been engaged in consistent volunteering activities for at least twenty five (25) years;
- Has been a recipient of regional, national or international awards in relation to volunteerism; and
- Has not been found guilty of crime or offense involving moral turpitude, in the case of individual nominees.

V. CRITERIA FOR EVALUATION

1. NOVA

1.1. Individual

- Qualities of the Volunteer – Motivation, behavioral attributes, character and integrity.
- Performance – Volunteer activities, innovative volunteering practice/s, and promotion of volunteerism.
- Outputs and/or Outcomes – Benefits, relevance, effectiveness, sustainability and replicability of volunteer assistance.

1.2. Organization

- Qualities of the Organization – Organizational culture and policy, volunteer program and volunteer management system.
- Performance – Volunteer activities, innovative volunteering practice/s, and promotion of volunteerism.
- Outputs and/or Outcomes – Benefits, relevance, effectiveness, sustainability and replicability of volunteer assistance.

2. VLAA (in addition to the NOVA criteria)

- Influence and inspiration - Defining quality of volunteer work, support to issues of local or national significance, positive changes in target groups/beneficiaries, and emulative personal and professional qualities.

VI. REGIONAL SEARCH, NOMINATION AND VALIDATION PROCESS

1. The Regional Search Committees (RSCs) shall be constituted at the regional level to proactively promote and conduct the Search that includes but not limited to the generation of nominees, validation of information and preparation of documentation relative to such nominations.

2. The RSCs shall be chaired by the NEDA Regional Offices (NROs), the Regional Planning and Development Office (RPDO) for the Autonomous Region in Muslim Mindanao (ARMM) and the Bureau of Local Government Development-Department of the Interior and Local Government (BLGD-DILG) for the National Capital Region.

3. The RSCs may also request and/or accept nominations from other individuals and organizations. Nominations forms may be downloaded at www.pnvsc.gov.ph or may be obtained from the following agencies:

- PNVSCA
- NEDA Regional Offices
- RPDO-ARMM

The completed nomination forms must be submitted to the respective RSC that covers the area where the volunteer or volunteer organization is based. In such case, nomination must be received by the RSC on or before **15 July 2017**.

4. The RSCs shall conduct validation using the criteria for evaluation through the following:

- Site visit and interview with the nominating entity, nominee and beneficiaries of the nominee's volunteer assistance to be conducted by the RSCs or local representatives delegated by the RSCs.
- Consultations and coordination with relevant organizations and individuals that can provide credible information about the nominee.
- Research through internet, publications, media reports, etc.
- Other means of securing information which the RSCs may employ.

5. The NEDA Regional Office (NRO), serving as the RSC Secretariat shall prepare a report of the validation. In the case of the NCR and ARMM, the reports will be prepared by the PNVSCA and the RPDO, respectively.

6. The RSC shall convene to review the validation reports and confirm the nominees who satisfactorily meet the qualification criteria and standards.

VII. PREPARATION OF DOCUMENTATION

1. The RSCs shall be principally responsible for the preparation and completion of the documentation to support the nomination. They may seek the help of other individuals and/or groups/organizations such as the academe, local government unit, private sector groups, etc. in packaging the document as maybe necessary.

2. Adequate documentation shall be provided for each criteria item to aid in the comprehensive, objective and evidenced-based evaluation. The documents shall include any or all of the following:

- Write-ups about the volunteer project/activity and the nominee
- Published and unpublished articles
- Testimonials
- Certifications
- Awards and recognitions
- Photographs
- Audio-visuals
- Security information

3. The RSC shall submit the nominee's documentation to the National Selection Committee (NSC) on or before **5 September 2017**.

VIII. NATIONAL SCREENING AND EVALUATION

1. The National Selection Committee (NSC) chaired by NEDA shall conduct screening and evaluation of the nominees submitted by the different RSCs.

- The NSC shall review the nominations using the criteria and standards set forth by the Search.
- The NSC shall select the recipients of regional awards, NOVA, VLAA and Special Citation.

2. The NSC shall endorse the selected awardees to the National Volunteer Month Steering Committee (NVM-SC).

IX. CONFIRMATION OF AWARDEES

The NVM-SC shall confirm the national awardees.

X. INCENTIVES

1. NOVA awardees shall receive trophies while VLAA awardees shall receive medals and certificates of recognition. Recipients of Special Citation shall receive certificates of recognition.
2. Awardees based outside Metro Manila shall be provided round-trip transportation and accommodation for their attendance in the awarding ceremony.
3. Regional awardees shall receive certificates of recognition.

XI. PROHIBITION AND EXCLUSIONARY PROVISIONS

1. Self-nomination is not allowed.
2. Nominees who did not qualify for the national award may be renominated.
3. National awardees of previous years are no longer eligible to be nominated in the NOVA category but may be nominated in the VLAA category.
4. Members of the NSC are not eligible to nominate.

XII. CONFERMENT OF AWARDS

National awardees will be recognized in Manila in **December 2017**.



SEARCH FOR OUTSTANDING VOLUNTEERS 2017
NOMINATION FORM – INDIVIDUAL CATEGORY



Sub-Category: [] Youth
 [] Adult

I. Nominee's Profile:

1. Name of Volunteer:		
2. Date of Birth:	3. Age:	
4. Permanent Address:		
5. Telephone No.:	Fax No.:	6. Email:
Mobile Number:		
7. Name/s and Address/es of Volunteer Organization/s the nominee is presently affiliated:		
8. Duration of volunteer engagement: From _____ to _____		

II. Describe the nominee's reason/s and motivation for volunteering:

--

III. Describe the nominee's personal, professional and social behaviors in the home, workplace and community. Has the nominee been charged, convicted or has pending administrative, civil or criminal case in court or in any concerned agency/organization?

--

IV. What are the most significant accomplishment/s of the nominee in his/her volunteer work? Why are these significant?

--

V. Summary of Volunteer Work: *(Include ONLY those directly attributed to the nominee. Use additional sheets as needed.)*

Project/Activity	Duration	Target groups/beneficiaries	Outputs and/or Outcomes <i>(include projects initiated, innovations introduced, resources generated, volunteers mobilized, etc.)</i>	Partner institutions/ Contact Persons and Telephone/Email

Submitted by:

Name and Signature:	
Designation:	
Name and Address of Organization	
Home Address:	
Tel No./Fax No./Mobile No.	
Email:	



SEARCH FOR OUTSTANDING VOLUNTEERS 2017
NOMINATION FORM – ORGANIZATION CATEGORY



Sub-Category: Not-for-Profit
 Corporate

I. Nominee's Profile:

1. Name of Organization:		
2. Date organization was established:		
3. Head of Organization:	4. Designation:	
5. Permanent Address:		
6. Telephone No.	Fax No.:	7. Email:
8. SEC Registration No.	9. Date of SEC registration:	
10. Duration of organization's volunteering engagement: From _____ to _____		

II. What are the organization's vision, mission and goals and its rationale for implementing its volunteer program/s and activity/ies?

III. Describe the organization's status in the community. Has the organization been charged, convicted or has pending administrative, civil or criminal case in court or in any concerned agency/organization?

IV. What are the most significant accomplishment/s of the organization in its volunteer services? Why do you say that these are significant?

--

V. Summary of Volunteer Work: *(Include ONLY those directly attributed to the organization. Use additional sheets as needed.)*

Project/Activity	Duration	Target groups/ beneficiaries	Outputs and/or Outcomes <i>(include projects initiated, innovations introduced, resources generated, volunteers mobilized, etc.</i>	Partner institutions/ Contact Persons and Telephone/ Email

Submitted by:

Name and Signature:	
Designation:	
Name and Address of Organization	
Home Address:	
Tel No./Fax No./Mobile No.	
Email:	

Search for Outstanding Volunteers
Criteria, Standards and Documentation Guide: Individual Category
(Youth, Adult and VLAA)

Criteria and Description	Suggested Standards	Documentation/Evidences (Any, combination or all but not limited to the items identified below)
A. Volunteer Qualities (25%)		
<p>1. <i>Motivation (10%)</i> - Reason for volunteering and for continued engagement in volunteer work</p>	<ul style="list-style-type: none"> • Free will, no personal gain and material reward and benefit to others • Sustained engagement • Involves a certain degree of sacrifice 	<ul style="list-style-type: none"> • Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuais
<p>2. <i>Behavioral Attributes(7.5%)</i> - Knowledge, skills and attitude relevant to the performance of volunteer work</p>	<ul style="list-style-type: none"> • Demonstrated qualities of leadership, cooperation, adaptability, resourcefulness, respect for others, etc. 	
<p>3. <i>Character and Values(7.5%)</i> - Personal, professional and social ethical practices and standards</p>	<ul style="list-style-type: none"> • Attested clean public record and reputation of good moral conduct, ethics and integrity 	
B. Performance (40%)		
<p>1. <i>Innovative Volunteering Practice/s(15%)</i> - New or unique projects, activities, or processes introduced and attributed to the nominee that delivers value and tangible benefits to the target beneficiaries and the community</p>	<ul style="list-style-type: none"> • Response to a felt need of the target groups • Social desirability and acceptance by the community of the innovation introduced 	<ul style="list-style-type: none"> • Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) • Write-ups/published and unpublished articles • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuais
<p>2. <i>Promotion of volunteerism (15%)</i> - Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as information, research, capacity building, recognition, etc.</p>	<ul style="list-style-type: none"> • Active participation of target groups in volunteering • Influenced policies, plans and programs on volunteerism 	
<p>3. <i>Other volunteering activities (10%)</i> - Other volunteer services and outputs attributed to the nominee</p>	<ul style="list-style-type: none"> • Significant role in the activity 	
C. Outputs and/or Outcomes (35%)		
<p>1. <i>Benefits, relevance and effectiveness of volunteer</i></p>	<ul style="list-style-type: none"> • Benefit a wide group of vulnerable and marginalized 	<ul style="list-style-type: none"> • Interview transcript/report (with nominee, nominating

<p><i>assistance (20%)</i></p> <ul style="list-style-type: none"> - Significant results of volunteer services/ assistance 	<p>sector</p> <ul style="list-style-type: none"> • Relevant to the needs of the target group and/or national development goals • Positive changes in the status of living of target groups 	<p>entity, beneficiaries, etc.)</p> <ul style="list-style-type: none"> • Write-ups/published and unpublished articles • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuais
<p>2. <i>Sustainability and replicability of volunteer program, project, activity or service (15%)</i></p> <ul style="list-style-type: none"> - Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas. 	<ul style="list-style-type: none"> • Integrated in organization or community plans and programs • Continued or adopted by other partners or se-ctors. 	
<p>For Volunteer Lifetime Achievement Award (VLAA)*</p> <p>D. Influence and inspiration</p>		
<p>Role modelling</p> <ul style="list-style-type: none"> - Positive examples of volunteering and good citizenship manifested in personal life, career, and community involvements. 	<ul style="list-style-type: none"> • Trailblazing and/or defining quality of volunteering • Emulative personal and professional qualities • Local, national or international recognition in volunteerism 	<ul style="list-style-type: none"> • Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) • Write-ups/published and unpublished articles • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuais

*For the VLAA, each criteria has 25% weight.

Search for Outstanding Volunteers 2017
Criteria, Standards and Documentation Guide: Organization Category (Not-for-Profit, Corporate and VLAA)

Criteria and Description	Suggested Standards	Documentation/Evidences (Any, combination or all but not limited to the items identified below)
<p>A. Qualities of the Organization (25%)</p>		
<p>1. <i>Organizational Culture and Policy(10%)</i></p> <ul style="list-style-type: none"> - Vision, mission and goals of the organization including the purpose for establishing the volunteer program 	<ul style="list-style-type: none"> • Reflected in the vision, mission and goals of the organization • Promotes spirit of volunteerism and service, citizen participation and people development • Attested clean public record, ethics and integrity 	<ul style="list-style-type: none"> • Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuais • Security information
<p>2. <i>Volunteer Program (7.5%)</i></p> <ul style="list-style-type: none"> - A program of providing volunteer assistance and services for the benefit of 	<ul style="list-style-type: none"> • Established program, project, service or activity • Capacity to mobilize volunteers 	

the public, identified target groups or the voluntary sector.	<ul style="list-style-type: none"> • Sustained engagement 	
<p>3. <i>Volunteer Management System (7.5%)</i></p> <ul style="list-style-type: none"> - The system of recruitment, training, monitoring, evaluation, recognition and volunteer support or the system of implementing a program, project or activity for the promotion and development of volunteerism. 	<ul style="list-style-type: none"> • Demonstrated, and if possible, documented, processes and procedures • Identified structure, staff and resources to manage and implement the volunteer program 	
B. Performance (40%)		
<p>1. <i>Innovative Volunteering Practice/s(15%)</i></p> <ul style="list-style-type: none"> - New or unique projects, activities, or processes introduced and attributed to the organization that delivers value and tangible benefits to the target beneficiaries and the community 	<ul style="list-style-type: none"> • Response to a felt need of the target groups • Social desirability and acceptance by the community of the innovation introduced 	<ul style="list-style-type: none"> • Interview report (with nominee, nominating entity, beneficiaries, etc.) • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuals
<p>2. <i>Promotion of volunteerism(15%)</i></p> <ul style="list-style-type: none"> - Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as volunteer mobilization, information, research, capacity building, recognition, etc. 	<ul style="list-style-type: none"> • Active participation of target groups in volunteering • Influenced policies, plans and programs on volunteerism 	
<p>3. <i>Other volunteering activities (10%)</i></p> <ul style="list-style-type: none"> - Other volunteer services and outputs attributed to the nominee 	<ul style="list-style-type: none"> • Significant role in the activity 	
C. Outputs or Outcomes (35%)		
<p>1. <i>Benefits, relevance and effectiveness of volunteer assistance (20%)</i></p> <ul style="list-style-type: none"> - Significant outputs or outcomes of volunteer services/ assistance 	<ul style="list-style-type: none"> • Benefit a wide group of vulnerable and marginalized sector • Relevant to the needs of the target group and/or national development goals • Positive changes in the status of living of target groups or community 	<ul style="list-style-type: none"> • Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) • Testimonials • Certifications • Awards and recognitions • Photographs • Audio-visuals
<p>2. <i>Sustainability(15%)</i></p> <ul style="list-style-type: none"> - Volunteer program, project, 	<ul style="list-style-type: none"> • Integrated in organization or community plans and 	

activity or service is continued and/or replicated or has potential for replication in other areas.	programs <ul style="list-style-type: none"> Continued or adopted by other partners or sectors. 	
For Volunteer Lifetime Achievement Award (VLAA) D. Influence and inspiration (VLAA) Influence and inspiration		
Role modelling Positive examples in the exercise of its roles and responsibilities and implementation of its development programs.	<ul style="list-style-type: none"> Trailblazing and/or defining quality of volunteering Emulative qualities of good governance Local, national or international recognition in volunteerism 	<ul style="list-style-type: none"> Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) Testimonials Certifications Awards and recognitions Photographs Audio-visuals

*For the VLAA, each criteria has 25% weight

Search for Outstanding Volunteers 2017
Criteria, Standards and Documentation Guide: Special Citation

Criteria and Description <i>(any one or in combination)</i>	Suggested Standards	Documentation/Evidences <i>(Any, combination or all but not limited to the items identified below)</i>
1. Impact (40%) Immediate results and changes in the lives of people and communities assisted	Extraordinary and/or may be life changing	<ul style="list-style-type: none"> Interview transcript/report (with nominee, nominating entity, beneficiaries, etc.) Write-ups/published and unpublished articles Testimonials Certifications Awards and recognitions Photographs Audio-visuals
2. Uniqueness (30%) Different forms or modalities of volunteer assistance	Elements of originality, innovation and creativity	
3. Risks involved (30%) Degree of exposure to physical, psychological and emotional hazards	Endangered the life and family of the volunteer	

Search for Outstanding Volunteers 2017
Regional Search Committee
Validation Form (Individual)

Name of Nominee: _____
Date of Validation: _____

A. Volunteer Qualities	Comments
<p>1. Motivation Reason for volunteering and for continued engagement in volunteer work</p>	
<p>2. Behavioral Attributes Knowledge, skills and attitude relevant to the performance of volunteer work</p>	
<p>3. Character and Values Personal, professional and social ethical practices and standards</p>	
B. Performance	
<p>1. Innovative Volunteering Practice/s</p> <p>New or unique projects, activities, or processes introduced and attributed to the nominee that delivers value and tangible benefits to the target beneficiaries and the community</p>	
<p>2. Promotion of volunteerism</p> <p>Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as information, research, capacity building, recognition, etc.</p>	

<p>3. Other volunteering activities</p> <p>Other volunteer services and outputs attributed to the nominee</p>	
<p>C. Outputs and/or Outcomes</p>	
<p>1. Benefits, relevance and effectiveness of volunteer assistance</p> <p>Significant results of volunteer services/assistance</p>	
<p>2. Sustainability and replicability of volunteer program, project, activity or service</p> <p>Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas.</p>	
<p>D. Influence and inspiration (VLAA)</p>	
<p>Role modelling</p> <p>Positive examples of volunteering and good citizenship manifested in personal life, career, and community involvements.</p>	
<p>Prepared by:</p>	<p>Names and Signatures of SOV RSC</p>

Search for Outstanding Volunteers 2017
Regional Search Committee
Validation Form (Organization)

Name of Nominee: _____
Date of Validation: _____

A. Qualities of the Organization	Comments
<p>1. Organizational Culture and Policy</p> <p>Vision, mission and goals of the organization including the purpose for establishing the volunteer program</p>	
<p>2. Volunteer Program</p> <p>A program of providing volunteer assistance and services for the benefit of the public, identified target groups or the voluntary sector.</p>	
<p>3. Volunteer Management System</p> <p>The system of recruitment, training, monitoring, evaluation, recognition and volunteer support or the system of implementing a program, project or activity for the promotion and development of volunteerism.</p>	
B. Performance	
<p>1. Innovative Volunteering Practice/s</p> <p>New or unique projects, activities, or processes introduced and attributed to the organization that delivers value and tangible benefits to the target beneficiaries and the community</p>	

<p>2. Promotion of volunteerism</p> <p>Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as volunteer mobilization, information, research, capacity building, recognition, etc.</p>	
<p>3. Other volunteering activities</p> <p>Other volunteer services and outputs attributed to the nominee</p>	
<p>C. Outputs and/or Outcomes</p>	
<p>1. Benefits, relevance and effectiveness of volunteer assistance</p> <p>Significant outputs or outcomes of volunteer services/ assistance</p>	
<p>2. Sustainability</p> <p>Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas.</p>	
<p>D. Influence and inspiration (VLAA)</p>	
<p>Role modelling</p> <p>Positive examples in the exercise of its roles and responsibilities and implementation of its development programs.</p>	
<p>Prepared by:</p>	<p>Names and Signatures of SOV RSC</p>

Search for Outstanding Volunteers 2017
Regional Search Committee
Validation Form (Special Citation)

Name of Nominee: _____
Date of Validation: _____

Criteria and Description <i>(any one or in combination)</i>	Comments
<p>1. Impact</p> <p>Immediate results and changes in the lives of people and communities assisted</p>	
<p>2. Uniqueness</p> <p>Different forms or modalities of volunteer assistance</p>	
<p>3. Risks involved</p> <p>Degree of exposure to physical, psychological and emotional hazards</p>	

Prepared by:	Names and Signatures of SOV RSC
--------------	---------------------------------

Search for Outstanding Volunteers 2017

Sample Interview Guide – Individual

I. Interview with the Nominee:

1. Where do you work? What do you do for a living?
Is this full-time or part-time work? How much time therefore is spent in volunteering?
2. What is your line of work? What are your actual duties?
Is volunteer work an extension of your job? Do you get allowance/honoraria for volunteer work?
3. What are your volunteer activities? Why did you choose to volunteer in these areas?
What is the duration and frequency of your volunteer engagements?
4. Do you do your volunteer work on your own? With a group? What is your specific role in group volunteer work?
5. How does your family regard your volunteer activities? Are there other members of your family who are in volunteering?
6. What is your most memorable experience in volunteering? (e.g. extraordinary challenge, life-and-death situation, etc.) Why?
7. What are the things that you have to give up/sacrifice when you do volunteer work?
8. What has volunteering done to you – personally and professionally?
9. Why do you think you were nominated?
10. Do you think you deserve to win? Why?

II. Interview with the Beneficiaries/Partners:

1. How long have you known the nominee? In what capacity?
2. What are his/her volunteer activities in which you are a partner/beneficiary?
3. How often does the nominee undertake volunteer work in your community/organization?
4. How do you benefit from the nominee's volunteer assistance? What are the value-added of the nominee's assistance?
5. Who are the people/organizations the nominee usually work with in doing his/her volunteer work? How does the nominee work with them?
6. Do you know of any occasion/circumstance when the nominee has faced a difficult/challenging situation in his/her volunteering work? Please describe.
7. What do you think are the benefits that the nominee gets for volunteering?
8. Are there other groups/individuals who benefit from the volunteer assistance? How? What are their comments on the nominee?
9. Why do you think he/she was nominated to SOV?
10. Do you think he/she deserves to win? Why?

Search for Outstanding Volunteers 2017 Sample Interview Guide – Individual

I. Interview with the Nominee/Head of Organization:

1. What are the reasons why the organization is engaged in volunteering? Who initiated – management, staff or employees, etc.?
2. What are the volunteer programs, projects and activities? Are the volunteer PPAs based on a plan or in response to a demand from the beneficiaries?
3. Why did you choose to engage in these PPAs? To work with these sectors? In these areas?
4. How do you mobilize your volunteers? Why do you think they want to volunteer?
5. What support do you give to the volunteers? How do you sustain volunteer commitment?
6. What are the challenges/difficulties you encounter in managing the volunteer program?
7. What are the benefits of volunteering to the organization?
8. How do you link/work with the government and other development organizations?
9. Why do you think the organization was nominated?
10. Do you think your organization deserves to win? Why?

II. Interview with the Beneficiaries/Partners:

1. How long have you been assisted by the organization? By the volunteers?
2. What are their programs, projects and activities in which you are a partner/beneficiary?
3. What concrete benefits do you avail from the volunteer assistance?
4. Are there other individuals/groups that you know who are also benefiting from the volunteer assistance? In what way?
5. Please describe the volunteers that provide you with assistance – how often they visit, age, profession, etc.
6. What in your opinion is the most significant accomplishment of the organization; the volunteers?
7. How does the organization/the volunteers work with other individuals/organizations in your area?
8. Are there other activities the organization/the volunteers are engaged in the area in addition to volunteering?
9. Why do you think the organization was nominated to SOV?
10. Do you think it deserves to win?

Search for Outstanding Volunteers 2017
National Selection Committee
RATING SHEET

Name of Nominee: _____ Category: Individual

CRITERIA		COMMENTS	RATING
A.	Volunteer Qualities (25%)		
1.	<i>Motivation (10%)</i> - Reason for volunteering and for continued engagement in volunteer work		
2.	<i>Behavioral attributes (7.5%)</i> - Knowledge, skills and attitude relevant to the performance of volunteer work		
3.	<i>Character and values (7.5%)</i> - Personal, professional and social ethical practices and standards		
B.	Performance (40%)		
1.	<i>Innovative Volunteering Practices (15%)</i> - New or unique projects, activities or processes introduced and attributed to the nominee that delivers value and tangible benefits to the target beneficiaries and the community		
2.	<i>Promotion of volunteerism (15%)</i> - Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as information, research, capacity building, recognition, etc.		
3.	<i>Other volunteering activities (10%)</i> - Other volunteer services and outputs attributed to the nominee		
C.	Outputs and/or Outcomes (35%)		
1.	<i>Benefits, relevance and effectiveness of volunteer assistance (20%)</i> - Significant results of volunteer assistance		
2.	<i>Sustainability and replicability of volunteer program, project, activity or service (15%)</i> - Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas.		
TOTAL			

Name and Signature/Date

Search for Outstanding Volunteers 2017
National Selection Committee
RATING SHEET

Name of Nominee: _____ Category: Organization

CRITERIA		COMMENTS	RATING
A.	Qualities of the Organization (25%)		
1.	<i>Organizational Culture and Policy (10%)</i> - Vision, mission and goals of the organization including the purpose for establishing the volunteer program		
2.	<i>Volunteer Program (7.5%)</i> - A program of providing volunteer assistance and services for the benefit of the public, identified target groups or the voluntary sector.		
3.	<i>Volunteer Management System (7.5%)</i> - The system of recruitment, training, monitoring, evaluation, recognition and volunteer support or the system of implementing a program, project or activity for the promotion and development of volunteerism.		
B.	Performance (40%)		
1.	<i>Innovative Volunteering Practices (15%)</i> - New or unique projects, activities or processes introduced and attributed to the nominee that delivers value and tangible benefits to the target beneficiaries and the community		
2.	<i>Promotion of volunteerism (15%)</i> - Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as information, research, capacity building, recognition, etc.		
3.	<i>Other volunteering activities (10%)</i> - Other volunteer services and outputs attributed to the nominee		
C.	Outputs and/or Outcomes (35%)		
1.	<i>Benefits, relevance and effectiveness of volunteer assistance (20%)</i> - Significant results of volunteer assistance		
2.	<i>Sustainability and replicability of volunteer program, project, activity or service (15%)</i> - Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas.		
TOTAL			

Name and Signature/Date

Search for Outstanding Volunteers 2017
National Selection Committee
RATING SHEET

Name of Nominee: _____ Category: VLAA

CRITERIA		COMMENTS	RATING
A.	Volunteer Qualities (25%)		
1.	<i>Motivation</i> - Reason for volunteering and for continued engagement in volunteer work		
2.	<i>Behavioral attributes</i> - Knowledge, skills and attitude relevant to the performance of volunteer work		
3.	<i>Character and values</i> - Personal, professional and social ethical practices and standards		
B.	Performance (25%)		
1.	<i>Innovative Volunteering Practices</i> - New or unique projects, activities or processes introduced and attributed to the nominee that delivers value and tangible benefits to the target beneficiaries and the community		
2.	<i>Promotion of volunteerism (</i> - Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as information, research, capacity building, recognition, etc.		
3.	<i>Other volunteering activities</i> - Other volunteer services and outputs attributed to the nominee		
C.	Outputs and/or Outcomes (25%)		
1.	<i>Benefits, relevance and effectiveness of volunteer assistance (20%)</i> - Significant results of volunteer assistance		
2.	<i>Sustainability and replicability of volunteer program, project, activity or service (15%)</i> - Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas.		
E.	Influence and Inspiration (25%)		
	<i>Role modelling</i> - Positive examples of volunteering and good citizenship manifested in personal life, career and community involvements.		
TOTAL			

Name and Signature/Date _____

Search for Outstanding Volunteers 2017
National Selection Committee

RATING SHEET

Name of Nominee: _____ Category: VLAA

CRITERIA		COMMENTS	RATING
A.	Qualities of the Organization (25%)		
1.	<i>Organizational Culture and Policy (10%)</i> - Vision, mission and goals of the organization including the purpose for establishing the volunteer program		
2.	<i>Volunteer Program (7.5%)</i> - A program of providing volunteer assistance and services for the benefit of the public, identified target groups or the voluntary sector.		
3.	<i>Volunteer Management System (7.5%)</i> - The system of recruitment, training, monitoring, evaluation, recognition and volunteer support or the system of implementing a program, project or activity for the promotion and development of volunteerism.		
B.	Performance (40%)		
1.	<i>Innovative Volunteering Practices (15%)</i> - New or unique projects, activities or processes introduced and attributed to the nominee that delivers value and tangible benefits to the target beneficiaries and the community		
2.	<i>Promotion of volunteerism (15%)</i> - Initiatives and activities undertaken to advocate volunteerism as a strategy for development such as information, research, capacity building, recognition, etc.		
3.	<i>Other volunteering activities (10%)</i> - Other volunteer services and outputs attributed to the nominee		
C.	Outputs and/or Outcomes (35%)		
1.	<i>Benefits, relevance and effectiveness of volunteer assistance (20%)</i> - Significant results of volunteer assistance		
2.	<i>Sustainability and replicability of volunteer program, project, activity or service (15%)</i> - Volunteer program, project, activity or service is continued and/or replicated or has potential for replication in other areas.		
F.	Influence and Inspiration (25%)		
	<i>Role modelling</i> - Positive examples of volunteering and good citizenship manifested in personal life, career and community involvements.		
TOTAL			

Name and Signature/Date

Search for Outstanding Volunteers 2017
National Selection Committee
RATING SHEET

Name of Nominee: _____ Category: Special Citation

CRITERIA	COMMENTS	RATING
<p>1. Impact (40%)</p> <p>Immediate results and changes in the lives of people and communities assisted</p>		
<p>2. Uniqueness (30%)</p> <p>Different forms or modalities of volunteer assistance</p>		
<p>3. Risks involved (30%)</p> <p>Degree of exposure to physical, psychological and emotional hazards</p>		
Total		

Name and Signature/Date