

# Award Nominator Survey

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HBA Central invites all components to set up their own volunteer award nominator surveys on their preferred free platform such as Google Forms, Microsoft Forms, or SurveyMonkey.

For HBA's year-round awards recognition, Spark and Honored Volunteer Awards, we've developed the below Nominator Template so it's as easy as possible set up your nominator.

## Please note:

- This survey is simply to collect nominations for review. Please ensure to follow the full [Award Process at-a-glance](#) through the judging and communications/reward process for all awardees to ensure fairness and full visibility.
- Please keep succession planning in mind when creating your nominator! Always ensure at least 2-3 team members have access to the survey (and have the ability to change administrative access) to ensure continuity should a volunteer roll off of the team.

## Volunteer Recognition - Nominator Template

1. Who are you looking to nominate for a recognition? *(short text - required)*
2. What is the Nominee's HBA Role? *(short text - required)*
3. Which award would you like to nominate them for? *(single select - required - set up with branching logic)*
  1. Spark Award *(branch to Spark Award criteria - question 4)*
  2. Honored Volunteer *(branch to Honored Volunteer Award Criteria - question 5)*
4. The Spark award is a peer recognition award which honors any chapter volunteer who has distinguished themselves through "little bursts of awesomeness" and meets any or all of the following characteristics: *(multi-select - required)*
  1. Attitude, collaboration, pitching in
  2. Consistency and dependability
  3. Proven leadership
  4. Taking on a new challenge that benefits the organization
  5. Building community by encouraging and supporting others
5. The Nominee's contributions fit the following Honored Volunteer award criteria: *(multi-select - required)*
  1. Shows strong commitment to the HBA
  2. Made an outstanding volunteer contribution
  3. Has gone beyond their role within the organization
  4. Has high energy and a positive attitude
6. Please detail your reason for nominating this individual: *(long text - required)*
7. Your Name: *(short text - required)*
8. Your email: *(short text - required)*
9. Your HBA role (if any): *(short text - optional)*

