INSTRUCTION SHEET

The purpose of this award is to recognize our County’s outstanding veterans and their continuing contributions, **as volunteers**, to our communities.

General: Please make all entries with a pen or typewritten. If you opt to use a pen, please print your entries.

(*NOTE: Applications must be submitted by June 28, 2024, via mail, fax or hand delivery to any of the four Military & Veterans Affairs Offices by the close of business on June 28, 2024. Call 647-7613 for addresses*.)

Veterans of the year (VOY) eligibility criteria: Applicants must have been honorably separated from active military of the Unites States of America, not be a previous recipient of his award and must currently be in a volunteer status.

**Nominee information**:

Name: First, Middle Initial, and Last name.

Telephone # (Home or cell).

Street address: e.g. 0001 Veteran Drive (*Street address is necessary to ensure all appropriate recognition is afforded the nominee*). City: (within the County of Monterey).

Branch of Service: Identify branches of service with an x following the branch indicated on the application: e.g. AF X. If the veteran had service in more than one branch, place an x behind each of those branches of services.

Date of enlistment (s) and separation: Should include month and year, (e.g., Date of enlistment 10/1943, date of separation 09/1945). If the veteran had more than one branch of service, make an entry for each of those branches of the service.

**Nomination Rationale: Use the four W’s (*who, what, where, and when*) to explain your rationale: A good example is: Mr. Public (*who*) was/is a volunteer van driver (*what*) at the County Military & Veterans Affairs Office (*where*) from May 5, 2000 to present (*when*). If veteran has multiple rationales please list them all in the same format. Please list all rationale, as it will ensure all his/her good deeds are not unnoticed, as those rationales will be used on resolutions, certificates, and other forms of written recognition. In short, make sure your nominee gets his/her just recognition.**

*Nominators’ name, telephone #, email address, and/or address are very important, as the selection committee may have questions or require clarification regarding your nominee*.

County of Monterey

Veteran of the Year Application

**General information: Applications must be received by June 28, 2024. Incomplete applications will be returned to the nominator for completion. See the instructions on the reverse or attached for completing this application.**

**Nominee Information (Please print or type):**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Branch of Military Service: AF\_\_ Army \_\_ Coast Guard \_\_ USMC \_\_ Navy\_\_ Other\_\_\_**

**Date of Enlistment (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Separation (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nomination Rationale (see attached application guidelines):**

# Nominator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**