

ANNIE W. MOBLEY AWARD FOR OUTSTANDING YOUTH IN WORKFORCE DEVELOPMENT PROGRAMS



NOMINATION PROCEDURES AND FORMS

**Region Q Workforce Development Board
1502 N. Market Street, Suite A
Washington, North Carolina 27889**

NOMINATIONS ARE DUE TO THE REGION Q WORKFORCE DEVELOPMENT
BOARD OFFICE FRIDAY, MARCH 2, 2018 AT 5:00 PM

Dear Workforce Development Community in Region Q (Beaufort, Bertie, Hertford, Martin, and Pitt Counties).

Attached are the nomination forms and procedures for the 2018 Annie W. Mobley Award for Outstanding Youth in Workforce Development Programs. Also included is a checklist to ensure that all the required information has been submitted.

The recipient of this award will be submitted for the 2018 Governor's Award for Excellence in Workforce Development (Young Adult or Teen Category) on behalf of the Region Q Workforce Development Board.

The nominations must be in compliance with the following specifications:

- 1) All nominations must be received by the Region Q Workforce Development Board office by 5:00 p.m. on Friday, March 2, 2018.
- 2) Late, faxed or e-mailed nominations will not be accepted.
- 3) Nominators may submit only one nomination.
- 4) Mail all nominations to:

Region Q Workforce Development Board
Attn: Jennie Bowen
1502 N. Market Street, Suite A
Washington, NC 27889

Questions or comments may be directed to Jennie Bowen at jbowen@midwestcom.org or (252) 974-1815.

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NOMINATION PROCEDURES

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Eligible youth nominees in this category are individuals who at the time of enrollment into a workforce development program/activity in the Region Q Workforce Development Board service area had not yet reached their 26th birthday and were at least 14 years of age.
- B. Youth eligible for this award must have participated in a workforce development program/activity during July 1, 2017- June 30, 2018.
- C. Older Youth (at least 18 years of age but had not yet reached their 26th birthday) must demonstrate exceptional achievement to attain career-related goals, attained a high school diploma or HSE AND at least one of the following:
 - Successfully participated in post-secondary education; or
 - Is gainfully employed; or
 - Entered the armed forces.
- D. Younger Youth (at least 14 years of age but had not yet reached their 18th birthday) must have demonstrated the following:
 - Community leadership skills OR positive social behaviors AND
 - Excellent progress toward the attainment of a high school diploma or equivalent, a successful work-based activity, or obtaining gainful employment

EXAMPLES:

- **Community leadership skills development** opportunities are opportunities that encourage responsibility, employability, and other positive behaviors such as community and service learning, peer mentoring and tutoring, teamwork training, decision-making and citizenship training.
 - **Positive social behaviors** are often the outcomes of leadership opportunities and include building a positive self-esteem and positive attitude; openness to working with individuals from different racial and ethnic backgrounds; maintaining healthy lifestyles; maintaining positive relationships with responsible adults and peers; maintaining a commitment to learning and academic success; avoiding delinquency; and positive job attitudes and work skills.
 - **Work-based learning experiences** are planned structured learning experiences that take place in a workplace. Work experiences are designed to enable youth to gain exposure to the working world and its requirements- providing an opportunity for career exploration and skill development. Work experiences should help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. A work experience can be broadly designed and does not necessarily mean paid employment, but can include other work-based activities such as job shadowing, internships, apprenticeships, service learning and community service projects.
- E. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form, support letters, and checklist.
 - F. The original and one copy of the nomination package must be received by the Region Q Workforce Development Board, Attn: Jennie Bowen, no later than 5:00 p.m. on Friday, March 2, 2018. Faxed or e-mailed nominations will not be accepted.

DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:

Sections I and II. Nominee/Nominator Information. Provide the appropriate identification information on the attached nomination form. The Chief Executive Officer of the nominating organization must sign this form.

Section III. Biographical Information. Provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include nominee characteristics and previous education and work history.

Section IV. Nominee Accomplishments. Provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee. Each of the following criteria must be addressed in separate paragraphs:

- A. Explain why the nominee should be considered for this award.
- B. Describe the status of the nominee's accomplishments against his/her established goals.
- C. Specify the workforce development activity the nominee completed during the July 1, 2017 – June 30, 2018 time period.
- D. Discuss the interests, strengths and skills the nominee possesses and steps he/she has taken to improve and build upon these assets while in a workforce development activity.
- E. Identify the current status of the nominee (i.e. in school and/or training, whether nominee is employed, name of employer, work/job title, rate of pay, etc.).

Checklist. Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the contact person or CEO of the nominating agency.

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NOMINATION FORM

I. NOMINEE INFORMATION:

Individual Nominated: _____

Date of Birth: _____ Date first enrolled in a workforce development activity: _____

Mailing Address: _____

Telephone Number: _____

Identify the workforce development program/activity that the nominee completed:

Identify the completion date of the workforce development program/activity:

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer of the Nominating Organization:

_____ / _____

Name

Title

Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page/s.)

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CHECKLIST

- The original and one copy of nomination packet bound by a clip (no binders, folders).
- At time of enrollment, nominee must have been at least 14 and not have reached their 24th birthday.
- Nominee completed a workforce development program/activity during July 1, 2017 – June 30, 2018 AND either: continued in another training activity/program; or continued their education; or became employed; or entered the armed forces.
- Signature of nominating agency's Chief Executive Officer on nomination form.
- Section I/II – Nominee/Nominator Information completed
- Section III – Synopsis of Nominee completed on one-half single spaced page.
- Section IV – Nominee Accomplishments completed on two single-spaced typed pages with each criteria (A-E) discussed in separate paragraphs.
- Received prior to deadline of March 2, 2018.

Please complete this checklist, sign it and **return with your nomination packet** to the
Region Q Workforce Development Board
Attn: Jennie Bowen
1502 N. Market Street, Suite A
Washington, NC 27889

Contact Person or CEO of Nominating Agency

Signature: _____ Date: _____