

DUPONT DAVIS AWARD FOR OUTSTANDING WORKFORCE DEVELOPMENT PROFESSIONAL



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 BY 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 *DuPont Davis Award for Outstanding Workforce Development Professional*. Also included is a checklist to ensure that all the required information has been submitted.

- A. The *DuPont Davis Award* was created by the Region Q Workforce Development Board in September 2010 to recognize the outstanding efforts of an individual who has promoted and delivered workforce development activities within the local NCWorks Career Center system, other workforce development programs, and businesses.

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@mideastcom.org or (252)974-1815.

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

DUPONT DAVIS AWARD
FOR OUTSTANDING WORKFORCE DEVELOPMENT
PROFESSIONAL

NOMINATION PROCEDURES

NOMINATION SPECIFICATIONS:

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

- A. Eligible nominees include Workforce Innovation & Opportunity Act program operator staff, NCWorks Center staff and partners, and Workforce Development Board staff serving the counties of Beaufort, Bertie, Hertford, Martin, and Pitt.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form, support letter(s) and checklist.
- C. The original and one copy of the nomination package must be received by the Region Q Workforce Development Board office, 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. If the nomination is submitted by an organization, the Chief Executive Officer of the nominating organization must sign this form.

Section III. Organizational Information. Provide a brief (no more than one-half single-spaced typed page) description of the nominated individual.

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

- B. Describe significant personal contributions made to the workforce development system beyond the normal professional duties and responsibilities of their job duties.
- C. Discuss how the individual has impacted or contributed to the promotion and delivery of workforce development activities within the local NCWorks Career Center system, other workforce development programs, businesses, or the state.
- D. Describe innovation and creativity in the promotion of workforce development services in Region Q.

Checklist. Complete the checklist to ensure the nomination package is complete. The checklist must be signed by the nominating individual/agency.

DUPONT DAVIS AWARD
FOR OUTSTANDING WORKFORCE DEVELOPMENT
PROFESSIONAL

NOMINATION FORM

I. NOMINEE INFORMATION:

Individual Nominated: _____

Mailing Address: _____

Telephone Number: _____

II. NOMINATION SUBMITTED BY:

Individual/Organization Name: _____

Contact Person/Job Title: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

_____/_____
Name Title Signature

III. ORGANIZATIONAL INFORMATION (Attach separate page.) (If applicable).

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

DUPONT DAVIS AWARD
FOR OUTSTANDING WORKFORCE DEVELOPMENT
PROFESSIONAL

CHECKLIST

- The original and one copy of nomination packet bound by a clip (no binders, folders).
- Signature of nominating individual or agency's Chief Executive Officer on nomination form if nominated by an organization.
- Section I/II – Nominee/Nominator Information completed.
- Section III – Synopsis of Nominated Individual completed on one-half single-spaced typed page.
- Section IV – Nominee Accomplishments completed on two single-spaced typed pages with each criteria (A-C) discussed in separate paragraphs.
- Received prior to deadline of 5:00 PM on Friday, March 2, 2018.

Please fill out this checklist, sign it and **return with your nomination packet** to the Region Q Workforce Development Board Office.

Nominator or CEO of nominating agency:

Signature: _____ Date: _____