

# SAM CARSON AWARD FOR EXCELLENCE IN THE PROMOTION OF WORKFORCE DEVELOPMENT



## NOMINATION PROCEDURES AND FORMS

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

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

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

Attached are the nomination forms and procedures for the *Sam Carson Award for Excellence in the Promotion of Workforce Development*. Also included is a checklist to ensure that all the required information has been submitted.

The *Sam Carson Award* was created by the Region Q Workforce Development Board in December 2007 to recognize the outstanding efforts of the NCWorks Career Center, Workforce Innovation & Opportunity Act program operator, or NCWorks Center partner in the counties of Beaufort, Bertie, Hertford, Martin, and Pitt which has demonstrated outstanding efforts in the marketing and promotion of the Workforce Development system.

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 St, Suite A  
Washington, NC 27889

Questions or comments may be directed to Jennie Bowen at [jbowen@mideastcom.org](mailto:jbowen@mideastcom.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 nominees include NCWorks Centers, Workforce Innovation & Opportunity Act program operators and NCWorks Center partners in 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. 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 organization.

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

- A. Describe significant promotional contributions made to the workforce development system beyond the normal professional duties and responsibilities of providing services.
- B. Discuss how the organization has impacted or contributed to the promotion of workforce development within the local NCWorks Career Center system or other workforce development programs.
- C. 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 contact person or CEO of nominating agency.

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**NOMINATION FORM**

I. NOMINEE INFORMATION:

Organization Nominated: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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. ORGANIZATIONAL 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).
- Signature of nominating agency's Chief Executive Officer on nomination form.
- Section I/II – Nominee/Nominator Information completed.
- Section III – Synopsis of Nominated Organization 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.

Contact person or CEO of nominating agency:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_