



2020 Governor's Service Awards - Nomination Review Guidelines

1. Overview

Program Description The Governor's Office on Service & Volunteerism is proud to host the 37th Governor's Service Awards. The Governor's Service Awards recognize Marylanders who have provided significant volunteer contributions to communities around the state and have worked to change Maryland for the better. Throughout this challenging year, Marylanders have united to demonstrate extraordinary resilience, expand community relationships, and contribute to a collaborative ecosystem of service.

The Governor's Service Awards will be held virtually in the winter of 2020, and will honor awardees in sixteen categories. Award categories and information about the nomination process may be found at govs.maryland.gov/governors-service-awards.

2. Selection Procedure

Organizational Structure: Governor's Service Award Nomination Reviewers have been convened by the Governor's Commission on Service and Volunteerism. Professionals in community service, corporate relations, and the nonprofit sector will score the nominations independently. A virtual statewide panel will be convened to review the highest-scoring applicants from each category, and the recommendations will be submitted to the Governor's Office for final approval--including the selection for the highest honor, the Governor's Champion of Service.

Selections: Each nomination reviewer will score and rank multiple award categories, no more than 30 2-page nominations assigned to any reviewer. During the virtual panel meeting, all reviewers from an award category will meet in a breakout room to discuss the highest scored nominations and rank the top three for that category.

A representative from each category will present the top two recommendations to the full panel. Selected by vote, the winner and runner-up for each award category will be presented to the Governor's Office.

Evaluation Survey: All reviewers will receive access to a Google Folder containing nominations. Review all assigned nominations and mark your scores and comments.



3. Instructions and Notes

Materials: Please confirm you have access to the Google Folder containing your assigned nominations to review, signed conflict of interest form, and Personal Scoring excel sheet.

Note: For 2020, we are piloting ASL nominations and verbal nominations. To reduce bias, we have transcribed all new alternative submission options, indicated with "TRANSCRIBED". Please be aware of this and do not evaluate based on grammar.

Conflict of Interest: A conflict of interest will not disqualify you from serving as a peer reviewer, but you will be assigned new nominations. Please notify Joanna Chen (joanna.chen@maryland.gov) as soon as possible to receive your new assignment. All reviewers must submit their signed conflict of interest form before the virtual meeting.

Personal Award Scoring Sheet: Send your completed scoring sheet back to [Joanna Chen](#): By sending us your completed scoring sheet before the date of the meeting, we will be able to merge scores of all reviewers in that award category to expedite the live review process. Please send your completed excel sheet and conflict of interest form to Joanna Chen by close of business on Thursday, September 15th.

Point system evaluation: A point system will help ensure that reviewers score applicants in a uniform manner. For each of the four criteria **listed in order of priority and importance**, please score each applicant from 1 through 5. It is recommended that judges first carefully review the four evaluation criteria at the top of the personal scoring sheet; they are also listed below in this summary. You may wish to print the applications, or read all of them online before starting the evaluation process.

Criteria listed in order of priority and importance

- **Community Impact:** (Qualitative Insights/Testimonials) Does the volunteer activity effectively address a pressing community need or a specific population in need?
- **Accomplishment:** (Quantitative Data) Does the quantitative data align with the [award category](#) the nominee is nominated for?
- **Innovation:** Does the service demonstrate a creative partnership, or approach to service, or, for groups and organizations, support transformational volunteerism?
- **Inclusivity:** Does the volunteer activity empower and/or include the community being served? For groups and organizations, do they recruit and support diverse volunteers?



Personal Comments: You may include comments and notes for each applicant in your personal scoring sheet. Your comments and scores will be available to you during the review session to assist group discussions.

Review Session: All committee members are expected to attend a virtual review. Reviewers' individual scores and comments will be provided. Reviewers will have the opportunity to discuss their individual ratings and finalize the selection of honorees.

The review session, a recorded virtual meeting, will be held on Friday, September 18th, 2020, from 11:30am – 1:30 pm. If additional time is needed, a supplementary meeting will be hosted on Monday, September 21st, 2020, from 11:30am - 1:30pm.

If you are interested in becoming a reviewer and are available to attend the virtual meetings, please contact govs.md@maryland.gov for next steps.