

THE SHAWN COSTELLO MEMORIAL AWARD
AIDS Vancouver Island Guidelines for "Volunteer of the Year"

The Shawn Costello Memorial Award for Volunteer of the Year, established in 1988, honours the memory of Shawn Costello - a talented dancer and AVI volunteer. The award will be presented annually at the Volunteer Appreciation Event to be held in the spring.

A. Nominations Process:

At least 2 months prior to the annual Volunteer Appreciation Event, a nomination form for Volunteer of the Year is to be distributed to all members and volunteers through the monthly newsletter "The Update". Nominations are accepted from current members and any volunteer of AIDS Vancouver Island.

B. Selection Committee:

The Coordinator of Volunteers will ensure that a selection committee is established and that it meets to review the nominations 3-4 weeks prior to the presentation of the award. The committee shall consist of at least 3 persons, ideally 4 - a member of the board of directors; a past recipient of the award if possible; a volunteer active in the organization; and the Coordinator of Volunteers. The role of the staff person would be to provide documentation and background information to facilitate a well-informed decision by the other committee members.

C. Selection Criteria:

The volunteer most closely meeting or surpassing the following criteria would be considered for "Volunteer of the Year". The time frame for consideration would be April 1st of the previous year to March 31st of the year in which the award is presented.

The successful candidate would have:

- demonstrated an extraordinary contribution and commitment to AIDS Vancouver Island and its mandate.
- completed Basic Orientation at AIDS Vancouver Island.
- demonstrated a willingness & availability to continue enhancing their knowledge and skills through further education opportunities.
- demonstrated accountability to the program area(s) in which they work.
- the ability to work as a member of a team.
- demonstrated a high degree of integrity as a representative of AVI.

The following factors may also be considered:

- the # of hours of service accumulated.
- the length of service with the organization.
- the flexibility and adaptability of the volunteer.
- feedback received from appropriate coordinators, volunteers, clients, outside agencies or individuals.

March, 1993