Distinguished Agency Honoree Guidelines

Welcome nominating agencies!

National Philanthropy Day is a wonderful way to recognize and honor outstanding individuals or organizations that have made a significant impact on your organization and the community. **Please carefully review the category descriptions and guidelines** for submitting your nomination(s).

Key Dates:

June 15 – Nominations open for Outstanding Philanthropic Impact AwardsJuly 31 – Deadline for submitting nominations for *Outstanding Philanthropic Impact Awards*

August 31 – Deadline for submitting Distinguished Agency Honorees

Two Ways to Honor People or Organizations

- Outstanding Philanthropic Impact Awards: Presented to individuals, corporations, foundations, service organizations, youth, and young adults who demonstrate an exceptional commitment to your organization and ideally, to the community with inspiring and impactful philanthropy. Local nonprofits submit nominations, which are reviewed and voted upon by a selection committee of community and nonprofit leaders.
- ➤ **Distinguished Agency Honorees:** Every agency has someone special... someone who consistently goes above and beyond, making contributions of time, financial support, or special and unique talents. Please take this opportunity to acknowledge the impact that special person has had with your agency.

General Guidelines:

In addition to direct financial support, the NPD committee and AFP Board encourage agencies to expand that definition of philanthropy to include nominees who have created lasting and meaningful impact in your organizations, as well as with other programs. Consider those that enabled your organization to fulfill community needs in ways that were most impactful and inspiring.

Only non-profit 501(c)(3) agencies are eligible to submit nominations.

ALL nominations will be submitted through the portal on the <u>centralcoastnpd.org</u> website by selecting <u>NOMINATE</u> from the menu along the top of any page on the site.

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Complete descriptions of Outstanding Philanthropic Impact Award categories are provided below.

Log-in is required:

First-time visitors should select "not registered? sign up here" in the Nominate Now! window to complete registration; *all* contact information requested on the Registration screen is required to register.

•	Make a note of your Username (email address used for registration)	
	UN:	_ and
	Password:	-
•	Returning visitors will use their email address as a Username and access submissions with the password selected.	
	nguished Agency Honoree: nation Guidelines & Submission Instructions	
INSTR	e note: Nomination descriptions are strictly limited to 45 words per Honoree UCTIONS FOR SUBMISSION: Access the nomination portal by logging in through the Nominate page of ou	
	website (centralcoastnpd.org).	•
	Select the Distinguished Agency Honoree button.	
	Enter the Full Name of your Agency Honoree (carefully check spelling).	
	Check all spelling carefully so Honoree(s) and your Agency are presented correprinted materials.	ectly in
	Narrative Statement is limited to 45 words (the text box will count down and limentry).	it your
	To come back and finalize the nomination later, click SAVE .	
	PRINT a copy of the nomination for your records.	
	When complete, click the REVIEW & SUBMIT button. This will open a final revipage. Please note your nomination is not fully submitted until you have clicked SUBMIT button on this screen.	