



Idaho's Brightest Star Awards Nomination Guidelines

Eligible for nomination as an Idaho's Brightest Star:

- Idaho residents currently living within the state.
- Those who have performed volunteer service within the past year, at a minimum.
- Companies that conduct business in Idaho – (If headquarters are out-of-state, local affiliates must be engaged in the business' volunteer activities).

Please note: Nominees selected as an Idaho's Brightest Star *Volunteer of the Year* and those who will be featured during the Idaho's Brightest Star Awards Ceremony are subject to a background check by the governor's office.

Not eligible for nomination as an Idaho's Brightest Star:

- Self-nominees for the individual, student, veteran, senior citizen, teacher/professor categories.
- Office of the Lt. governor staff or immediate family members.
- Currently appointed Serve Idaho Commissioners or immediate family members.
- Serve Idaho staff or immediate family members.
- Idaho's Brightest Star Awards Committee or immediate family members.

Eligible to submit nominations for Idaho's Brightest Star Awards:

- Idahoans of all ages.
- Representatives of companies that conduct business in Idaho with local affiliates actively engaged in volunteer activities.

Please note: Nominators may submit more than one nomination per category or in multiple categories. Seeking multiple nominations for an individual or group will not present any advantage to a nominee.

Not eligible to submit nominations for Idaho's Brightest Star Awards:

- The Idaho's Brightest Star Awards Committee Chair.
- Serve Idaho staff members.
- Staff members of the Lt. governor's office may not nominate immediate family members.

Submission of Nominations

Nominations must be submitted on an Idaho's Brightest Star nomination form.

- Up to four (4) pages of supporting documents such as news clippings, resumes, photographs, etc. may be included with submission to enhance a nomination
- Incomplete nominations will not advance to the peer review process.
- Nominations must be received in Serve Idaho's office by 5 p.m. (MT) on the posted due date.
- Nominations must be submitted online via the Serve Idaho website.
- Supporting documentation shall be submitted online to brighteststars@brighteststars.idaho.gov.



*The Governor's Commission on
Service and Volunteerism*

Idaho Department of Labor • labor.idaho.gov • serveidaho.gov
C.L. "Butch" Otter, Governor • Kenneth D. Edmunds, Director
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Review Process

- Serve Idaho staff will review all Idaho's Brightest Star nominations for eligibility.

Citizen Review Panels from across Idaho will be chosen by the Idaho's Brightest Star Awards committee to review nominations by category. Panelists will include community members, Serve Idaho Commissioners and Serve Idaho staff.

Review panels will not be assigned to a category where conflicts of interest are most likely to occur.

Example: A panel of students will not review the Student category; a panel of small business owners will not review the Small Business category

All reviewers shall sign a conflict of interest form and contact Serve Idaho's program manager if there is a conflict of interest or related questions.

Ranking sheets will be sent to Serve Idaho listing the top nominees.

Serve Idaho staff will compile top nominations in each category to be sent to the Lt. governor.

The Lt. governor will select the Volunteer of the Year in each category.

The governor's office reserves the right to conduct background checks on nominees before the Idaho's Brightest Star Awards Ceremony.

Social security numbers will not be requested on the nomination form but the nominee may be contacted directly by the governor's office or Serve Idaho to supply a social security number before the awards ceremony.

Serve Idaho will conduct a reference check for the candidate selected by the Lt. governor as the top volunteer in each category.



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Photographs

- The photographer will take a photo with one (1) pose of each Idaho's Brightest Star. Each of the following categories is considered as one (1) Brightest Star:
- Individual
- Student (19 years old and younger)
- Senior Citizen (55 years old and older)
- Veteran
- Business
- Organization
- Teacher/Professor

An individual may be in more than one photograph if he/she is an Idaho's Brightest Star in the Individual or Student category and is also an active volunteer with a nominee in one of the following categories:

- Organization
- Business

Group photographs will be taken of the following:

- Serve Idaho Commission Members
- Serve Idaho Commission Staff
- Idaho's Brightest Star Awards Committee
- Event Volunteers
- Peer Review Panels (upon prior request)
- Others with prior approval



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