

Governor's Victim Service Pathfinder Awards – 2018 Guidelines

If you are nominating an individual, group, or organization, please review the Nominator Guidelines. If the person you wish to nominate is eligible, you will need to complete a nomination application and submit letters of support to reflect your nomination.

Nominator Guidelines

Essential information. Each form must include the nominee's full name and e-mail address.

Note: If you are nominating an organization, program or team, please provide the name and email address of the individual(s) who would accept the award on behalf of the organization.

Nominations, forms, and all supporting documents **must be submitted online**. Faxed or mailed nominations and forms **will not** be accepted.

No anonymous nominations will be accepted.

Each nomination, in addition to addressing all criteria under the award category for which you are nominating an individual or group, must explain how the nominee:

- Has contributed efforts to the victim services field that are unique, exceptional, or go beyond their job duties;
- Has demonstrated leadership or teamwork in achieving these efforts; and
- Has brought about change for victims or the victim services field that is or will be enduring.

Provide a complete picture of the nominee's accomplishments. **Assume that the task force is unfamiliar with the nominee's work.**

Address all criteria under the award category for which you are nominating an individual or group.

Include specific examples that address what the nominee has achieved, how the nominee accomplished these achievements, and why the nominee's achievements should be recognized. For example, explain what efforts the nominee has contributed to the victim services field that are unique, exceptional, or go beyond his or her job duties. This could include significant achievements or extraordinary actions.

Be as specific as possible, including dates, numbers (if applicable), and any supporting statistics.

Write clearly, directly, and include appropriate details.

Ensure that all information submitted is accurate.

Nominations

Please note: Previous award recipients must wait five (5) years from the date of their first award before they can be nominated and receive an award a second time. This does not prohibit individuals who work for Program Award recipients to be nominated or receive an award, nor does it prohibit programs from being nominated or receiving an award if an employee of that program was a previous award recipient.

[Survivor Activist Award](#)
[Outstanding Student Activist Award](#)
[Allied Professional Award](#)
[Individual Direct Service Award](#)
[Individual Prevention, Education & Outreach Award](#)
[Community Services Award](#)
[Individual Organizational Capacity Building Award](#)
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Survivor Activist Award

Criteria

- By their victimization, how has the nominee channeled their experience into a visible contribution to and impact upon the victim services movement?
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work within the victim services movement.
- The nominee's impact may be at the local or statewide level.

Eligibility

- Nominee need not be working or volunteering in an eligible victim service program.
- Nominee need not be a service recipient of a victim service program.
- Must have three (3) separate letters of support.

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Outstanding Student Activist Award

Criteria

- How has the nominee made a visible contribution and impact upon the victim services movement in Pennsylvania?
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work within the victim services movement.
- The nominee's impact may be at the local or statewide level.

Eligibility

- Nominee need not be working or volunteering in an eligible victim service program.
- Nominee must be 23 years of age and/or under, and currently attending school or a post-secondary educational institution full-time.
- Nominee's activism **does not** need to be performed in school.
- Must have three (3) separate letters of support.

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Allied Professional Award

Criteria

- Describe the nominee's history of outstanding service in meeting the needs of victims in collaboration with a Pennsylvania victim service program (non-profit or systems-based program/agency whose primary mission is to assist and/or empower victims of crime).
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work in meeting the needs of victims.
- Describe how the nominee exhibits creativity and innovation in providing services to victims and advocating for the provisions of those services. **Please provide specific examples.**
- The nominee's impact may be at the local or statewide level.

Eligibility

- Nominee need not be working or volunteering in an eligible victim service program.
- Nominee may be an individual or a group of individuals (e.g. a district attorney's office domestic violence unit, a police department's sexual assault unit, a health care provider, etc.)
- Must have three (3) separate letters of support:
 - One from a collaborating Pennsylvania-based victim service agency;
 - One from a service recipient (victim; may be anonymous) is preferred; however, you may submit a letter of support that clearly demonstrates the impact on victims; and,
 - One additional letter as appropriate.

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Individual Direct Service Award

Criteria

- Describe the nominee's history of outstanding service in meeting the needs of individual victims as a direct service provider (i.e. counselor/advocate, victim/witness coordinator) with an eligible program (Pennsylvania non-profit or systems-based program/agency whose primary mission is to assist and/or empower victims of crime).
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work in meeting the needs of individual victims and working towards fulfilling the mission of the agency.
- Describe how the nominee exhibits creativity and innovation in providing services to individual victims and advocating for their rights. **Please provide specific examples.**
- The nominee's impact may be at the local or statewide level.

Eligibility

- Nominee must be a paid (employed) or unpaid (volunteer) staff person of an eligible program at the time of nomination.
- Must have three (3) letters of support:
 - One agency letter (agency for which the nominee is employed or volunteers);
 - One letter from a service recipient (victim, may be anonymous) is preferred; however, you may submit a letter of support that clearly demonstrates the impact on victims; and

- One letter from a co-worker, supervisor, legal advocate, or collaborating organization.

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Individual Prevention, Education & Outreach Award

Criteria

- Describe the nominee's history of outstanding service in the development and provision of educational programs as a victim service practitioner in an eligible program (Pennsylvania non-profit or systems-based program/agency whose primary mission is to assist and/or empower victims of crime).
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work in meeting the needs of victims and working towards fulfilling the mission of the agency.
- Describe how the nominee exhibits creativity and innovation in providing education and information about victim services and victim rights within the community. Please give specific examples.
- The nominee's impact may be at the local or statewide level.

Eligibility

- Nominee must be a paid (employed) or unpaid (volunteer) staff person of an eligible program at the time of nomination.
- Must have three (3) letters of support:
 - One agency letter (agency for which the nominee is employed or volunteers);
 - One letter from a service recipient (victim, may be anonymous) is preferred; however, you may submit a letter of support that clearly demonstrates the impact on victims; and
 - One letter from a co-worker, supervisor, legal advocate, or collaborating organization.

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Community Services Award

Criteria

- How has the nominee made a visible contribution and impact upon the victim services movement in Pennsylvania?
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work within the victim services movement.

Eligibility

- Nominee need not be working or volunteering in an eligible victim service program.
- Nominee need not be a service recipient of a victim service program.
- Must have three (3) separate letters of support (unspecified).

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Individual Organizational Capacity Building Award

Criteria

- Describe the nominee's history of working towards enhancing the capacity or the ability of an eligible program to fulfill its mission of service to victims within the community program (Pennsylvania non-profit or systems-based program/agency whose primary mission is to assist and/or empower victims of crime, i.e. administrative staff, director, board member).
- Nominee must demonstrate this by:
 - Showing how they are less reliant on government funds.
 - They are ethical and accountable in terms of their program operations, governance (for non-profits), human resources, financial management, and fundraising (non-profit).
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm in their work in meeting the needs of victims and working towards fulfilling the mission of the agency. Please demonstrate this by showing the outcomes of the nominee's efforts.
- Describe how the nominee exhibits creativity and innovation in enhancing the capacity of an organization to fulfill its mission and enhance services to victims. **Please provide specific examples.**
- The nominee's impact may be a local or statewide level.

Eligibility

- Nominee must be a paid (employed) or unpaid (volunteer) staff person of an eligible program at the time of nomination.
- Must have three (3) letters of support:
 - One letter from a board member or appropriate supervisor; and
 - Two (2) additional letters as appropriate.

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Posthumous Award

Criteria

- The nominee must have met the criteria of the individual category specified for which they are nominated (Survivor Activist, Outstanding Student Activist, Allied Professional, Individual Direct Service, Individual Prevention, Education, and Outreach, Community Services, and Organizational Capacity Building)

Eligibility

- The nominee must have met the eligibility of the individual category specified for which they are nominated (Survivor Activist, Outstanding Student Activist, Allied Professional, Individual Direct Service, Individual Prevention, Education, and Outreach, Community Services, and Organizational Capacity Building)
- Considerations will be made for those whose death occurred on or after **January 1, 2006**.
- To signify approval of the nomination, a family member or significant other must sign off on the Nomination Form in the space designated as "Program Director or Authorized Signature".
- A family member or significant other must agree to accept the award on behalf of the recipient.

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Program Award

All recipients of a Program Award must be a Pennsylvania non-profit or systems-based program/agency whose primary mission is to assist and/or empower victims of crime. Recognition may be awarded to a program/agency, or for a project that a program/agency is currently conducting.

Criteria

Please note: *If you are nominating a group of individuals who work on a specific project, please submit only one nomination for the group of individuals.*

- What notable contributions has the nominee made to the field of victim services and beyond?
- Describe the nominee's history of meeting the needs of the total community.
- Describe the nominee's reputation for delivering services to the community, i.e. direct services, education, and volunteerism.
- Describe the nominee's history of stability, longevity, and the ability to sustain over time as an agency/program within the community.
- Describe how the nominee exhibits creativity and innovation in providing overall services to victims and advocating for their rights as victims. They must demonstrate their creativity and outstanding practices in the agency's/program's administration of their mission. **Please provide specific examples.**
- Describe how the nominee's spirit of empowerment is reflected in their enthusiasm and innovation in meeting the needs of victims and working towards fulfilling the program's mission.
- Describe how the nominees collaborate with relevant agencies/systems within the community.

Eligibility

- The nominee must primarily serve crime victims.
- The nominee must be an established non-profit or systems-based organization in the Commonwealth of Pennsylvania.
- The mission of the program/agency must be to assist and/or empower victims of crime.
- The nominee may also be a program or a project currently operating within a non-profit or system-based organization. The mission of the organization, as well as the project or program, must be to assist and/or empower victims of crime.
- Nominees must have demonstrable support through three (3) separate letters of support:
 - One letter from a service recipient (victim, may be anonymous) is preferred; however, you may submit a letter of support that clearly demonstrates the impact on victims;
 - Include one (1) letter from a collaborating organization; and,
 - One (1) additional letter as appropriate.
- The Program Director or authorized designee **must** sign off electronically on the Nomination Form.

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Eligibility Requirements

Carefully review the following requirements to determine whether the individual, team, organization, or program you wish to nominate is eligible for an award.

1. You may nominate one or more worthy candidates, including individuals, programs, organizations, teams, or a coalition of individuals and programs.
2. Previous award recipients, regardless of award category, are not eligible for subsequent awards.
3. Candidates nominated, but not selected, in previous years are eligible for consideration.

If the individual, team, organization, or program you wish to nominate meets these requirements, please review the complete submission guidelines prior to initiating your nomination.

Nomination Submission Requirements

- Nominations, forms, and all supporting documents must be submitted online.
- Faxed or mailed nominations and forms will not be accepted.
- Nominator may nominate more than one individual.
- Narrative will be submitted via the online submission site and not listed as an attachment. It should be **based on the criteria and eligibility listed for the relevant award category**.
- The nominator **cannot** write a letter of support.
- Letters of support **must be signed**.
- Nominee can only be nominated in **one category**.
- The nomination form must be completed in its entirety, electronically signed and dated by the nominator.
- The application should include **the nomination form, narrative, and no more than three letters of support** as required in the award category. You may include links to online news articles or websites.
- All nominators will be informed in May about the status of your nomination. Award winners will not be notified directly, but through the nominator.
- **All nominations must meet the requirements outlined or they will not be considered.**

STAFF MEMBERS OF THE PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY (PCCD), AS WELL AS FULL-TIME CONSULTANTS WORKING DIRECTLY UNDER THE AUSPICES OF THE PCCD, ARE NOT ELIGIBLE FOR THESE AWARDS.