



Voting Assistance Officer (VAO) of the Quarter

Help recognize VAOs that provide Services “above and beyond the call of duty.” FVAP wishes to recognize those for exceptional service to the program and its customers. The “VAO of the Quarter” program is designed to reward those for their exceptional service or achievement and to encourage consistent, professional service.

Who is Eligible?

The VAO of the Quarter Program is a quarterly reward system for Voting Assistance Officers. Nominations should be submitted using the form attached. Nominations must be submitted prior to the designated deadline as stipulated for each quarter. The final selection of the VAO of the Quarter will be made by FVAP Director.

The VAO selected for the award will receive a certificate of recognition for excellent service, receive the title of “Voting Assistance Officer of the Quarter”, and will be eligible for “Voting Assistance Officer of the Year.

A VAO of the Quarter should strive to achieve and advance the goals and ideas as outlined below.

Qualities

A VAO of the Quarter should model many of the following qualities:

- Supports the Federal Voting Assistance Program Mission Statement and be committed to quality service.
- Committed to quality customer service and exemplify and supports the FVAP Values Statement; exceeding expectations.
- Demonstrates initiative to continuously promote new ideas, procedures and processes that results in a positive experience for voters and the FVAP.
- Displays a high level of commitment to FVAP’s vision, and mission standards.

Show your appreciation and acknowledge an outstanding VAO by nominating him/her for the
VAO of the Quarter Award



VAO of the Quarter Nomination Form

Nominee	
Organization	

Please identify specific examples of how the nominee achieved at least one of the criteria listed below. Use the **summary** area to highlight achievements not covered on the form. *Use additional sheets if necessary.*

1. How has the VAO demonstrated exceptional dedication and initiative to FVAP?
2. How well does the nominee foster collaboration, communication, and cooperation among peers, management and local election officials?
3. What has been the “scope of the impact” on the organization and the FVAP Program as a direct reflection of the nominee?
4. How does/has the nominee perform at levels above and beyond normal VAOs requirements?
5. Summary (Additional Comments)
Name of Nominator (s):
Nominator’s Phone Number:
Work Relationship to Nominated VAO:
Today’s Date:

Directions and Deadlines

Deadlines	
1st Quarter	January through March; deadline is April 1st
2nd Quarter	April through June; deadline is July 1st
3rd Quarter	July through September; deadline October 1st
4th Quarter	October through December; deadline is January 3rd

How to Submit Your Forms

1. Completely fill out all sections of the form.
2. Turn in completed form to your Service Voting Assistance Officer.
3. Thank you for your participation!

If you have any inquires you can contact FVAP directly.

Monday–Friday, 7:30 a.m. to 4 p.m. ET

Phone: 1-800-438-VOTE (8683)

DSN: 425-1584

Email: vote@fvap.gov