

Sample

Order of George Lifetime Civic Achievement Award

Civic Organization / Campaign / Activity ABCD Organization of Piqua _____

Years Participated: _____ 1982 to present _____

Position(s) Held: _____ President of Board of Directors and many others _____

Major Accomplishments: *List activities in order of importance...those impacting the organization the most.*

John Doe led the Program for seven years performing virtually every function.

1. As President he assessed a need and created the Help a Neighbor Project and led the committee as they developed the criteria and guidelines. This program was adopted by the State organization bringing recognition to this area. 78 families were assisted by the third year of this venture. It continues to grow by 10% each year

2. In 1998 he was Treasurer of the Capital Campaign raising needed funds to build the storage shed which houses the equipment needed for the Organization of Piqua's "It's a Great Project". Nearly 2000 sq. ft. storage was built in the rear of the property. John raised the \$25,000 needed and organized all of the volunteer labor. This saves the organization \$10,000 in storage rental fees per year.

3. Membership Doubled in size while he chaired that committee and volunteer recruitment increased by 50 new volunteers in 2 years. Nearly 13,000 volunteer hours are now given to this organization annually.

4. He has served on the board, numerous committees and also provided leadership on the National level.

Civic Organization/Campaign/Activity: _____ Keeping Good Health Center _____

Years Participated: _____ 1998 to present _____

Position(s) Held: _____ Board of Directors, Scholarship Chair Volunteer, Constitution Revision Chair _____

Major Accomplishments: *List activities in order of importance...those impacting the organization the most.*

1. John's major activity with this Center has been with the development of the Scholarship Fund. This program touches the lives of 80 at risk children per year. Funds are distributed to children in need of needed fees for whatever it is we are supporting. All aspects of this project have been developed by his committee and administered by John personally. This organization does not have paid staff. Nearly 10 hours is spent with each child after the selection is made. Those visits are coordinated by John as he assigns other committee members. John meets with nearly 50% of them himself.

2. The much needed Constitutional revision was chaired by John. He led the group, consulted with local attorneys and the state and national organization and presented this document to the Board. This work puts the organization in good standing nationally. In fact, this document is being used as a model for other centers.

Sample RESUME

NAME:	John Q. Doe 1300 North Ave. Piqua, Ohio 45356	
EDUCATION:	Out of Town High School, Valedictorian	1968
	State University, B.S. Elementary Education	1976
	University of Education, M.S. Business	1980
EMPLOYMENT:	Allen Ohio Schools Teaching 7 th grade	1976 to 1981
	ABC Manufactures	1984 to 1996
	XYZ, Inc.	1996 to present
ORGANIZATIONS:	ABCD ORGANIZATION OF PIQUA	
	Member	1982 to present
	Board of Directors	1990 to 1996
	Vice President	1991 to 1993
	President	1993 to 1996
	Committees	
	Nominating Committee	1990 to 1992 & 96 to 98
	Finance Committee	1993 to present
	Pop Booth Committee - Festival	1990 to 2000
	Organization National Convention	
	Voting Delegate	1993
	National Volunteer	1996
	Special Projects	
	Capital Campaign	
	Treasurer	1994
	Mentoring Project	late 1990's
	Chairperson of Steering Comm.	1997 to 2000
	Volunteer	
	Yard Work and Painting	1982 to present
	KEEPING GOOD HEALTH CENTER	
	Board of Directors	1989 to 1998

Chair of Scholarship Committee	1989 to 1993
President Elect	1994 to 1995
President	1996 to 1998
Special Events Volunteer	
Health Fairs and Fund Raiser	1989 to 1998
Publicity	1990 to 1992
Patrons	1995
Constitutional Revision	1995
Nomination Committee	1995 to 1997
Director selection	1997

Sample RESUME

LOCAL BUSINESS ORGANIZATION

Member	1998 to present
Board of Directors	1998 to present
Officer	1998 to 2001
Nomination Committee	1998
Volunteer reader at area schools.	2000 to present

YOUTH GROUP OF THE AREA

Boys group leader	1991 to present
Service Unit Team	1994 to present
Public Relations Representative	1996 to 1999
Service Unit Manager	1999 to present
Product sales chair	2001 to present

FUND DRIVE of PIQUA

Chairperson for Kick-off Campaign	1997
Volunteer - Industrial Campaign	1994 to 1997

AREA FOUNDATION for the COUNTY

Trustee Board	1994 to present
Fund Raiser Committee	2001

FRIENDLY LIBRARY WITH LOTS OF BOOKS

Development Fund Board	1999 to present
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CULTURE ASSOCIATION OF THE MIAMI VALLEY

Board of Directors	2001 to present
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SCHOOL FOR CHILDREN

Coach - Ping Pong	1987 to 2000
Chess Club	1999 to 2001
Board of Education	2000 to present
Long Range Planning Chair	2000 to present

HIGH SCHOOL for PIQUA

PTO - Captain	1990 to present
Music Boosters	1994 to present
Prom Committee	1997

HOLY CHURCH

Deacon	1990 to present
Lay Minister	1994 to present
Ticket Chair Steak Supper	1994 to 1996
Youth volunteer	1996 to present

PIQUA SERVICE CLUB

Member	1982 to 2000
Vice-President	1992
President	1993

AREA BUSINESS CLUB

Member	1987 to present
Program Chairperson	1994 to 1996
President	2002 to present

TREES IN PIQUA COMMISSION

1980's

AWARDS:

THE CHURCH AWARD	1993
SERVICE CLUB OF OHIO AWARD	1998
OHIO HOUSE OF REPRESENTATIVES	1999
PIQUA MUSIC AWARD	2001

For the application to be accepted, it must follow the attached samples attached to back of the nomination form and must be typed.