

RAVE Awards Guide

What are the RAVE Awards?

RAVE stands for recognizing achievement in volunteer excellence! They are given out weekly to volunteers that go above and beyond in their roles. It is important that sometimes going above and beyond simply means that the volunteer is consistent because consistency is something we really value in our work with community. So when asking coordinators to nominate volunteers for a RAVE award, remind them that they should think about what they value in their volunteers. Some important volunteer qualities to consider: consistency, enthusiasm, helping the coordinator behind the scenes, forming bonds with the community, and much more!

What do RAVE Award winners get?

- A certificate of excellence signed by Eveily or Beth
- An Allentown keychain
- A thank you note with the OCE logo on it
 - Tied to the keychain with a ribbon!
- Recognition in:
 - The Berg Bulletin
 - CorkBoard
 - OCE Facebook
 - OCE Twitter
- An email to them letting them know they've received a RAVE award

How are winners nominated?

Your job is to send out an email to coordinators asking them to nominate volunteers for a RAVE award.

Here are two examples of emails that I've sent before:

Hi Coordinators!

I'm so excited to start up our RAVE awards again! For those of you who are new, RAVE awards go to **volunteers that you feel are super awesome** and could use some recognition. I know you guys all have some fantastic volunteers so *let them know how much you appreciate them by nominating them for a RAVE award!* It's simple - all you have to do is **fill out the attached form** (which takes one minute tops) and send it back to me. In return your volunteers will get a super official looking certificate (signed by Eveily or Beth), an Allentown keychain, and they'll be recognized in the Berg Bulliten, CorkBoard, and our Facebook page!

Go ahead and send em all in :)

Thank you!

Rebecca Schuck '17, OCE

Hi Coordinators!

As the semester is starting to wind down, we see that volunteers get more and more overwhelmed with work and whatnot, so this is the perfect time to send some words of encouragement to your volunteers and let them know that you appreciate them! One way to do this is to nominate them for a RAVE award. This will let your volunteers know that you do notice their hard work and that you really appreciate their commitment to your program even though their workload is getting larger.

I'd love if each one of you could nominate one volunteer!

To nominate a volunteer, it takes two minutes! Just fill out the attached nomination form, send it back to me, and I'll do the rest! The volunteers you nominate will receive a certificate of recognition (it's really official looking!), an email letting them know they were recognized, a mention in the Berg Bulletin, and a mention in CorkBoard!

Thanks!
Rebecca

I suggest that you include in the email the information needed to nominate a volunteer so instead of filling out an attachment, they'll just hit reply and respond with that information. It might make it easier for people to fill out the awards!

So at the end of the email I would include:

Muhlenberg's Office Community Engagement encourages you to honor a volunteer who has done something special for you or someone else.

Name of volunteer:

Why should this volunteer be recognized?

What are the steps for the RAVE Award Coordinator once they receive a nomination?

1. Email the award recipient letting them know they are getting a RAVE award
2. Email the Facebook, Twitter, and Corkboard (CommunityService@muhlenberg.edu) with the name of the person receiving the award, the quote that the nominator wrote about why they deserve it, and remind them to include a picture!
3. Add the message to the Berg Bulletin
4. Print out the award and package it to go into the mailbox along with the keychain and thank you note

**** a breakdown of each step is featured below ****

1. Email the recipient

Pretty straight-forward. I would just copy and paste the same text each time, making sure to change the name.

Hi Jenna,

Congratulations! You were nominated to receive a **RAVE award** (Recognizing Achievement in Volunteer Excellence) from the Office of Community Engagement. This award was created to recognize volunteers like you who **go above and beyond** in our community. You will soon see this posted in the Berg Bulletin, in CorkBoard, and on our Facebook page. You will also receive a certificate in the mail.

Best wishes and congrats again,
Rebecca Schuck '17
OCE

2. Email the social media people

Again pretty straight-forward. Here's an example of an email I sent:

Hi Guys,

This week's RAVE award goes to Jenna Greenfeder '17

"Jenna is always willing to help me with Colleges Against Cancer and aid me in any way I need, from meeting with school officials to tabling for different fundraisers. If I need help, Jenna is always there for me and it is beyond amazing to have someone like her in the club, and acting as the Marketing Chair for Relay for Life. She is a huge asset and overall a warm and caring person, making her extremely deserving of a Rave award."

For facebook, please try to include a picture along with the post.

Thanks!
Rebecca

Here's the link to add a message

<http://shrek.muhslenberg.edu/MODMaintenance/Login.aspx?ReturnUrl=%2fMODMaintenance%2fmainMenu.aspx>. To find this you can type in "start/" into the webaddress bar (where you would normally type "google.com" and you'll be taken to the college's start page.

The screenshot shows the Muhlenberg College website interface. At the top, there are browser tabs for 'MJ - Kreesha Turne', 'Novell GroupWise (Rebe...', and 'College Message Board'. The address bar shows 'start/'. The main header features the Muhlenberg College logo and navigation links: 'Contact', 'Campus Map', 'A-Z Index', 'Directory', 'Library', and a search box. Below the header is a red navigation bar with categories: 'About Us', 'Admissions', 'Academics', 'Student Life', 'Athletics', 'News & Events', and 'Give to Be...'. A secondary navigation bar includes 'SPECIAL ANNOUNCEMENTS', 'IN THE NEWS', 'NOTES OF DISTINCTION', 'POSTINGS', 'PROMOS & DEALS', and 'GENERAL INFORMATION', each with an 'XML' link and '[Open - Close]' options. On the right, there is a 'CALENDAR EVENTS Today' section with links for 'Academic Calendar', 'Academics & Research', 'Admissions', 'Campus Tours', 'Alumni', 'Quick Questions', 'Community', and 'MC Body Taut'. The central content area contains a 'Search the Directory' box, 'Registration' (Course Listings and Details), 'AlertMe!' (Sign-up for text alert), 'Campus Calendar' (Complete Event Listing), 'Local Weather Forecast' (with a video player), and a 'User Resources' section. The 'User Resources' list includes: 'Get the 'Berg Bulletin', 'Make the Message Board your homepage', 'About RSS Feeds XML', 'Submit a Message!' (circled in green), and 'Submit an Event!'. At the bottom of the central area, there is a 'Questions & Comments?' section with the email 'webmaster@muhlenberg.edu'.

There you'll see a link that says "submit a message" and you'll click on that.

Your username and password is your GroupWise username and password. The context is "students.academic". Then click "add a message" "notes of distinction" for type, and then "community engagement" for category.

Under noted individuals type the person's name and class year (ex: Jenna Greenfeder '17).

Under note write "received a RAVE award – [insert quote from nominator]".

MJ - Kreesha Turner | Novell GroupWise (Rebec... | Add Notes of Distinction

start/MODMaintenance/addnod.aspx?type_id=nod

Muhlenberg College

Message Board

RS248844 Schuck: User

ADD A MESSAGE	
Message Type	Notes of Distinction
Category	Community Engagement
Noted Individual (s)	Jenna Greenfeder '17
Note (Limit: 300 characters)	received a RAVE award - "Jenna is always willing to help with Colleges Against Cancer, from meeting with school officials to tabling
Web Page Reference	
Web Page Link Text	Read More
Photo Submission	<input type="checkbox"/>
Photo/Image	Choose File No file chosen
Photo/Image Tool Tip	Read More
Requested by	RS248844 Schuck
Email	RS248844@gws3.muhlenberg.edu
Phone	
<input type="button" value="Prepare Preview Display >>"/> Open Preview Window	
<input type="button" value="Add Message"/> <input type="button" value="Reset"/>	

IMPORTANT – the note cannot exceed 300 characters (including spaces!). This means sometimes you have to cut down the message the coordinator sent, but only for the one in the Berg Bulletin.

At the end, press prepare preview display to ensure you have what you want, and then submit it.

Example:

Notes of Distinction

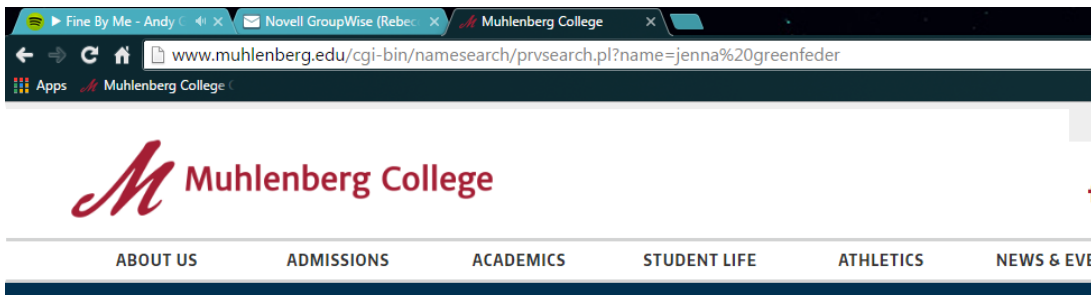
Community Engagement

Jenna Greenfeder '17 received a RAVE award - "Jenna is always willing to help with Colleges Against Cancer, from meeting with school officials to tabling for different fundraisers. It is beyond amazing to have someone like her in the club. She is a huge asset and overall a warm and caring person."

4. Print the award and package it along with the keychain and thank you note and send it to the person's mailbox.

To make the award:

- Open up the shared drive, go to community engagement files, OCE files, communications, RAVE awards and open "RAVE award format – updated"
- Change the name and quote for the new person
- Find the certificate of appreciation paper (it's usually in the paper holder in the top left corner in a box)
- Load the paper into the bypass tray of the printer (on the side of the printer closest to Leanne's desk)
 - The paper should be upside down on the tray and the top should be facing the back wall/back of the printer
- Go back and hit "print" but MAKE SURE that when you look under printer properties and then go to the "paper" tab, that for "Input tray" it says bypass tray.
- Get Eveily or Beth to sign and date the award
- Get an envelope to put it in – these are usually in the cabinets behind Leanne's desk
- Go back to the college's start page (type in "start/" to the address bar on the browser)
- Type in the name of the recipient to the "search the directory" option
- This will show you the person's contact information, including their mailbox number



Search Results

Name or Department Searched for:
jenna greenfeder

Search Again . . .

name :

Students

Jenna K Greenfeder

Box 1341

2400 Chew St.

jg248753@muhlenberg.edu

Class of '17

Faculty and Staff

No names were returned.

If you experience problems with the NameSearch or wish to know more about it, email [Webmaster](#).

- Address the envelop using the person’s name and box number
- Put the keychain and thank you card into the envelop along with the award (the keychain should be tied to the thank you card with a ribbon – curl the ribbon!)
- Place the envelop into the “outgoing mail” box near the printer

Example of a final certificate

