



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### SPOTLIGHT ON SERVICE AWARDS

*Presented by the Illinois Secretary of State/State Librarian Jesse White*

#### Nomination Information

1. An adult literacy volunteer tutor may be nominated by the following:
  - An adult learner who has worked with the tutor during the previous calendar year January-December;
  - A literacy staff person in the current program; or
  - Another adult volunteer tutor in the current literacy program.
2. You may want to nominate a volunteer tutor who has devoted many hours to tutoring, who uses creative methods to reach difficult learners, who time and again has gone the extra mile for the learners, or whose story is particularly inspiring. If you think he or she deserves an award, then go ahead and nominate that volunteer tutor. If you have questions, don't hesitate to call our office.
3. Americorps Vista volunteers are paid and therefore are **not** eligible for a Spotlight on Service nomination. Spotlight on Service nominees must **not** receive payment for their volunteer tutoring.
4. Persons cannot win the Spotlight on Service Award more than once. The previous nominee may be re-nominated if he/she is currently still volunteering in the nominator's program.
5. This form may be duplicated and used to nominate multiple adult volunteer tutors.
6. All forms must be completed in English.
7. The top Illinois adult literacy volunteer tutors will be selected by a panel of literacy advocates. Winners are chosen on the basis of their stories as presented through the nomination materials.
8. Spotlight on Service Award winners will be notified in April and recognized at an event at the State Library in Springfield in May where they will receive a plaque of achievement. Sponsoring literacy agencies will receive \$550 per winner to cover travel expenses to and from the event. Remaining award funds must be used to support the literacy project at the sponsoring agency.
9. Once the awards have been made, a release will be provided by the Illinois State Library Literacy Office to the winner that must be signed and returned. This will allow the Secretary of State/Illinois State Library and community publications to use the winner's name, picture and story relating to the Spotlight on Service Awards.
10. **PLEASE EMAIL NOMINATION FORMS NO LATER THAN MARCH 15 to [literacy@ilsos.net](mailto:literacy@ilsos.net).**

For additional information, please call Tom Huber at  
217-524-3005 or 800-665-5576, #3, or [thuber@ilsos.net](mailto:thuber@ilsos.net).

# SPOTLIGHT ON SERVICE AWARDS

## Volunteer Tutor Nomination Form

### PLEASE TYPE

#### ADULT LITERACY VOLUNTEER TUTOR NOMINEE:

TITLE (Mr., Ms. or Mrs.)

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FIRST NAME

---

LAST NAME

---

ADDRESS

---

CITY

---

ZIP CODE + 4

---

TELEPHONE

---

EMAIL OF NOMINEE

---

LENGTH OF TIME VOLUNTEERED AS AN  
ADULT LITERACY TUTOR

---

LENGTH OF TIME ADULT LITERACY VOLUNTEER  
TUTOR HAS BEEN AT THIS LITERACY PROGRAM

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#### AGENCY NAME:

---

CONTROL# AND BRANCH#

---

ADDRESS

---

CITY

---

ZIP CODE + 4

---

TELEPHONE

---

FAX

---

PROGRAM CONTACT PERSON

---

EMAIL

---

#### NAME OF NOMINATOR:

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RELATIONSHIP TO NOMINEE

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## SPOTLIGHT ON SERVICE AWARDS

*TO BE COMPLETED BY NOMINATOR*

**PLEASE TYPE**

(Limit response to this page and one (1) attached page.)

NAME OF NOMINATOR: \_\_\_\_\_

NAME OF ADULT LITERACY  
VOLUNTEER TUTOR BEING NOMINATED: \_\_\_\_\_

REASONS ADULT LITERACY VOLUNTEER TUTOR DESERVES NOMINATION:

## SPOTLIGHT ON SERVICE AWARDS

The following narrative is to be **TYPED BY THE ADULT LITERACY VOLUNTEER NOMINEE**. Describe why you volunteer as a literacy tutor. Describe any specific instances or students that have been rewarding or challenging for you as a literacy tutor.

(Limit response to this page and one (1) attached page.)

NAME OF ADULT LITERACY  
VOLUNTEER WRITING NARRATIVE: \_\_\_\_\_