Sample Nomination Letter: Outstanding Volunteer

How to use this sample

The nominee, school and details below are made up. Write your own letter in your own words, using real examples. Judges score each nominee on the five Volunteer criteria: Commitment to Children & Families, Leadership & Initiative, Impact & Service, Collaboration and Advocacy, so give each one its own paragraph, as this sample does. Include specific numbers, dates and programs wherever you can.

January 5, 2027

Connecticut PTA
Outstanding Volunteer Award Committee

Dear Award Committee,

The Riverside Middle School PTA is pleased to nominate Mr. David Chen for the 2027 Connecticut PTA Outstanding Volunteer Award. Over the past four years Mr. Chen has given hundreds of hours to our school, and our students and families are better off for it.

Commitment to Children & Families. When our school counselor mentioned that some students were arriving hungry, Mr. Chen started a weekend food backpack program. It now sends meals home with 45 students every Friday, packed by volunteers he recruits and schedules. He makes sure families can sign up privately, so no child is singled out.

Leadership & Initiative. Mr. Chen took over as membership chair when our PTA had 80 members. He created a simple online sign-up, set up tables at every school event, and asked teachers to help spread the word. Membership reached 210 this year, the highest in our school's history.

Impact & Service. Beyond the backpack program, Mr. Chen runs our book fair, helps at the eighth grade celebration and fixes whatever needs fixing, from the PTA laptop to the courtyard garden beds. Our book fair raised $6,200 last spring, which paid for new classroom libraries in every sixth grade room.

Collaboration. Mr. Chen works closely with our principal, teachers and the local grocery store that donates food for the backpack program. He brought in the town's youth services department to help with family nights, and he makes a point of inviting new parents to join committees so the work does not rest on a few people.

Advocacy. Mr. Chen attended Connecticut PTA's advocacy training and now keeps our families informed about state education bills that affect them. Last spring he organized parents to speak at a Board of Education budget hearing in support of keeping a full-time nurse at Riverside, and the position was kept.

Mr. Chen is a paid member of the Riverside Middle School PTA, and our school is a PTA unit in good standing. Teacher, parent and community recommendations are enclosed. Thank you for considering this nomination.

Sincerely,

Priya Natarajan
President, Riverside Middle School PTA
[email] · [phone]