

TBS Pathfinder NOMINATION PACKET SAMPLE

*None of the information in this packet is factual. This packet has been created to give potential nominators **an example** of the nomination packet format.*

HELPING OTHERS NON-PROFIT OVERVIEW (PAGE 1)

- **Name of Organization:** Helping Others Inc.
- **Target Audience:** We support families who need assistance because the adult head(s) of the house is recently unemployed.
- **Funding Sources:** Donations from individuals, community grant, Annual fundraiser
- **Brief Description of Service to Community:** We help families who have been impacted by recent unemployment. Our services help the family maintain stability during this time of transition.
 - We have career placement specialists who help adult family members find jobs.
 - We have tutors who help the youth with their studies because we realize the impact that unemployment might cause the child academically and socially.
 - We offer transportation assistance from rides to public transportation passes. This assistance helps defer the costs involved in getting to and from interviews while allowing the family to keep the youth involved in school activities.
 - We connect the family with agencies that provide food in bulk at discounted rates and provide food vouchers when possible.
 - We offer counseling which helps the individual family members and the family as a whole navigate the challenges of unemployment together.
 - We provide school/work items as needed. (e.g. notebooks, pens, papers)
- **County:** Cobb County
- **Mission Statement:** Helping Others Inc. supports families in Cobb County who need assistance because an adult member of the family is recently unemployed.
- **Number of People Served:** In 2004, Helping Others Inc. served 350 people/120 families.

HELPING OTHERS CONTACT INFORMATION (PAGE 2)

- **Name of Nominee:** Randall Smith
- **Category of Nomination:** Economic Empowerment
- **Nominee's Email and Complete Mailing Address:**
Rsmith@shares.com
Randall Smith
333 Giving of Self Ave
Marietta, GA 00000
- **Name of Nominator:** Marcia Ortega
- **Nominators Email and Complete Mailing Address:**
Marcia.Ortega@helpingothers.org
Marcia Ortega, Volunteer Coordinator
Helping Others Inc
777 Hope Lives
Marietta, GA 00000
- **Nominees Business and Home Phone Numbers:** (770) 000-0000 (w), (770) 111-1111 (h)

**ANSWERS TO QUESTIONS CONCERNING HELPING OTHERS' NOMINEE
(PAGE 3)**

• **How does this nominee give to the non-profit? (1 page or less)**

Randall Smith is an extraordinary volunteer! He is dependable and committed. Randall has volunteered at least 2 hours of his time, every Thursday, for two years! That's over 200 hours. On Thursday, Randall leads career workshops. He edits resumes, helps clients secure job leads and helps them prepare for their interviews. The families involved in our program see him as both a mentor and a friend.

Randall also organizes a Youth Career Fair in addition to his Thursday night career consultation. The Youth Career Fair is for teens who are and/or who have been part of our program. As the key point of contact for the Youth Career Fair, Randall is required to wear many hats! His activities include:

- Identifying employers who offer jobs that have work schedules that are flexible enough to accommodate a teen's school schedule.
- Marketing the benefits of youth employees – which is often a hard sale.
- Securing a location for the fair
- Preparing the youth for the fair.

In 2004, 15 businesses came to the fair. More than 30 youth found jobs! These additional incomes made a big difference in the lives of their families.

• **There are many wonderful volunteers, what makes your nominee a Pathfinder? (1 page or less)**

Randall Smith is a Pathfinder because of his willingness to lead the way. A man of integrity, he provides guidance to Helping Others employees and clients. He leads our employees by advocating on behalf of the families involved in our programs. As a regular volunteer, he has the trust and confidence of the families in our programs. He advocates on their behalf with wisdom and persuasiveness. He motivates our employees to think creatively. The Youth Career Fair was his idea. He championed the idea and found the resources to make it happen.

“Make it happen!..” that's what Randall does. That's what he encourages our clients to do. For many of our adult clients, particularly our fathers, Randall is the coach and confidante. With Randall they can share the emotional and financial pains of unemployment. They can be vulnerable without being perceived as weak. Because of the depth and honesty of communication, Randall is able to give them the encouragement, guidance and /or techniques that help them, “make it happen!”, whether “it” is securing a job, balancing the checkbook, paying off debt, or helping their children in school.

**ANSWERS TO QUESTIONS CONCERNING HELPING OTHERS' NOMINEE
CONTINUED (PAGE 4)**

- **How is this person a role model to others? (1 page or less)**

Randall Smith understands the plight of our clients. He's been in their shoes. In 1997, Randall was a mover and a shaker. He was educated, handsome, and moving up the career ladder quickly. But, his company was downsized and Randall lost his job. He soon learned the challenges of unemployment. It took Randall 6 months to find a job. As a result, he and his family endured financial challenges. Randall sold his luxury car to keep his home from being foreclosed on. The man who used to drive a Mercedes rode MARTA and his children quit the basketball team because they didn't have rides home.

Today, Randall is once again a mover and a shaker. Today he is back on top...and he's bringing others with him. Randall uses his own experiences to share with clients at Helping Others Inc. He motivates them to keep striving.

He inspires our staff to never give up on helping others.

HELPING OTHERS ADDITIONAL INFORMATION (PAGE 5, SEE ATTACHMENTS)

- Randall Smith is a member of the PTA, Omega Kappa Alpha Fraternity and Business Leaders of Georgia
- See attached photocopies 3 pix. Pix are marked. Pix 1 - Randall playing interviewer in role play with client, Pix 2 - Group pix of youth who attended 2004 Career Fair, Pix 3 – Randall holding up a suit to one of our clients as he prepared for an interview
- See attached copies
 - Marietta Daily Newspaper, May 2004, “Helping Others Gives A Helping Hand.”
 - June 2005 Helping Others Newsletter
 - Certificate of Honor Given to Helping Others by Government
 - Card given to Randall by one client – Ms. J.K. Simpson
 - Letter written to Randall by Cobb Marietta Middle School Counselor, Janie Jones