

2013 AHCA/NCAL Awards Program Nomination Packet



Volunteer
of the YEAR

At its 64th annual convention in Phoenix, AZ, on October 7-10, AHCA/NCAL will recognize honorees for their dedication to improving the quality of life of residents and patients.

Following are the requirements and nomination forms for the 2013 Volunteer of the Year award.

AHCA
AMERICAN HEALTH CARE ASSOCIATION

NCAL
NATIONAL CENTER FOR ASSISTED LIVING

Volunteer Categories

AHCA/NCAL will honor one volunteer from each category:

- **Adult** -- an **individual**, 20 years of age or older, who has volunteered in a member facility for at least one year prior to being nominated for the award.
- **Young Adult** -- an **individual**, 13 to 19 years of age, who has volunteered in a member facility for at least one year prior to being nominated for the award.
- **Group** -- a distinct **organization** that has provided group volunteer services or participated in a series of activities with a member facility's residents for at least one year prior to being nominated for the award. Examples of this category include, but are not limited to, Boy and Girl Scouts, Rotary Clubs, garden clubs, employee clubs, church groups, etc. Two people informally volunteering together do not constitute a "group" and will not be considered.

AHCA/NCAL may choose not to issue a national award in any of the categories listed above if fewer than 10 nominations are submitted.

Eligibility Criteria

All entries must meet the following criteria:

- Nominations in each category must be **typed and received** at **SDHCA** by mail or electronic submission **Friday, May 3, 2013**.
- Faxed nomination forms will not be considered.
- Nominations for the national volunteer awards must come from an AHCA/NCAL **state affiliate organization, which may submit one nomination in each category**.
- Nominees must have volunteered in a member facility (skilled nursing facility, assisted living/residential care) for at least one year.
- **Letters of support must accompany the nomination (see Section III).**
- A state may not win in more than one category per year.
- If a state association nominated a winning candidate the previous year, that state is not eligible in that same category the next year.
- Please note that all essays and photos become the property of AHCA/NCAL and will not be returned.

2012 Honorees

Young Adult Volunteer	Adult Volunteer	Group Volunteer	DD Hero of the Year
Alexis Nast	Rebecca Riggins	Seniors Aid NH	Carolyn Olson
New York	West Virginia	New Hampshire	New Mexico

Selection Criteria

A panel of judges from outside of AHCA/NCAL will rank the volunteer nominees in each category based on the following criteria:

- Ability to help residents achieve their potential;
- Overall impact on residents either individually or collectively;
- Shows personal Involvement with residents;
- Shows leadership in initiating programs for residents;
- Encourages others to volunteer; and
- Is consistent and reliable in their volunteer service.

Recognition of Honorees

To show volunteer honorees how much we, as a profession, appreciate their service to long term care residents, AHCA/NCAL will hold the awards presentation during the annual convention. As part of the recognition process, AHCA/NCAL will invite the **Adult** volunteer honoree and one guest, the **Young Adult** volunteer honoree and a parent or guardian, and one volunteer honoree to represent the **Group** and one guest to participate in convention activities at AHCA/NCAL's expense. **The 2013 annual convention will take place on October 7-10, 2013, in Phoenix, AZ.**

State Affiliate Role

State affiliates may establish their own rules and criteria to select State winners. However, AHCA/NCAL requires that state affiliates use the attached standardized forms to submit nominations for national recognition.

2013 VOLUNTEER OF THE YEAR NOMINATION FORM**SECTION 1****Nominee's Name or Group Name** _____

Categories (select one):

Adult _____ (20 or more years of age)

Young Adult _____ (13-19 years of age)

Age of Young Adult Candidate _____

Group _____ (Distinct Organization)

If Group Nominee, Name of Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone Number of nominee (*contact only in coordination with facility*) _____

Email Address _____

Nominating Facility's Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Facility Contact & Title (Print) _____

Facility Contact Signature _____

Email Address _____

Application Code: _____

SECTION 2

I. Please provide the following information about your nominee and the facility for AHCA/NCAL's Volunteer of the Year award selection process.

- A. Length of volunteer service at nominating facility: _____ years
- B. Frequency of service:
- i. How many hours per week _____ or hours per month _____
- ii. How many months per year _____
- C. Total number of beds at the facility: _____

II. What type of projects does this nominee volunteer for or specialize in (*about 50 words*):

III. Describe any program(s) developed by the nominee (*about 50 words*):

IV. Describe how this nominee has made a unique contribution to the residents and staff (*about 50 words*):

Application Code: _____

V. Describe how the nominee's activities support the mission of the facility and goals of the staff (*about 50 words*):

VI. Describe how the nominee attracted other volunteers to facility activities (*about 50 words*):

VII. In no more than **200 words**, explain what makes your Volunteer of the Year nominee **special**. Use the following questions as a guide. (Please type your comments on a separate sheet.)

- A. How does your nominee help residents reach their full potential?
- B. How has the nominee improved the quality of life at the facility?
- C. What makes the nominee special?

SECTION 3

Submit three letters of reference that recommend the Nominee. One letter must be from the facility owner or administrator. A second letter must be from another management person, such as the "Director of Nursing." The third letter must be from another resident, a resident's family member, or a resident's friend who frequently visits (this letter should not be from staff personnel).

Each reference letter should not exceed one page, be printed on official facility letterhead and address the following characteristics of the nominee:

- Personal growth by volunteering;
- Work ethic;
- Commitment to serving the aged and disabled; and
- Attitude, character and ability to motivate.