

2010 Volunteers of the Year Awards

The American Health Care Association and the National Center for Assisted Living (AHCA/NCAL) will honor the 2010 Volunteer of the Year Award recipients during the AHCA/NCAL 61st Annual Convention and Exposition in Long Beach, CA on October 10-13, 2010.

Award Categories

The Volunteer of the Year Awards program was created to honor outstanding volunteers who have made special contributions to the quality of life of long term care residents. 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 before being nominated for the award.

Young Adult -- an **individual**, 12 to 19 years of age, who has volunteered in a member facility for at least one year before being nominated for the award.

Group -- a distinct **organization** that has provided volunteers to participate in a series of activities with a member facility's residents for at least one year **before** being nominated. Examples include, but are not limited to: Boy and Girl Scouts, Rotary Clubs, entertainment groups, school groups, employee clubs, church groups, etc. Generally, two people do not constitute a "group" in this context.

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

Instructions for Submission of Nominations

- Nominations for the national awards must be submitted by an AHCA/NCAL **state affiliate**. Nominations received directly from member facilities will not be accepted.
- State affiliates may establish their own rules and criteria to select their respective nominees. However, AHCA/NCAL requires that affiliates use the attached standardized forms to submit nominations.
- All nominations must be **typed** and received at AHCA/NCAL by mail or electronic submission no later than **Friday, June 18, 2010**.
- **Faxed nomination forms will not be accepted.**
- Reference letters must accompany the completed nomination form (see Sec. III).

Eligibility & Selection Criteria

- Nominees must have volunteered in a member facility (nursing facility, assisted living/residential care) for at least one year;
- Honorees must represent three different state affiliates, i.e., a state may not win in more than one category per year; and
- If a state association nominated a winning candidate the previous year, that state is not eligible in that same *category* the next year.

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;
- Level of involvement in activities;
- Leadership role in initiating programs for residents;
- Personal growth from being a volunteer; and
- Length and frequency of service.

❧ Recognition of Honorees ❧

To show the Honorees how much we, as a profession, appreciate their service to long term care residents, AHCA/NCAL will conduct the awards presentation during its annual convention. As part of the recognition process, AHCA/NCAL will invite the following Honorees and guests to participate in convention activities at AHCA/NCAL's expense.

- ♥ **Adult** Honoree and one guest.
- ♥ **Young Adult** Honoree and his/her parent or a guardian;
- ♥ **Group**, one Honoree as representative of the group and one guest.

ALL INFORMATION MUST BE TYPED

**2010 VOLUNTEER OF THE YEAR
NOMINATION FORM**

SECTION I

Category (select one):

Adult _____ (must be 20 or more years of age)

Young Adult _____ (must be 12-19 years of age)
Age of Young Adult Candidate _____

Group Name _____
(Distinct Organization)

Nominee's Name or Group Name _____

Name of Group's Contact Person _____

Nominee's Contact Information (*contact only with facility knowledge*)

Address _____

City _____ State _____ Zip _____

Telephone Number (nominee) _____ E-mail _____

Nominating Facility's Name _____

Address _____ City _____

State _____ Zip _____ Number of Residents or Beds _____

Telephone Number _____ E-mail _____

Facility Contact & Title (Print) _____

Facility Contact Signature _____

SECTION II

I. Please provide the following information about your nominee:

A. Length of volunteer service at your facility: _____ years

B. Frequency of service:

i. How many hours per week _____ or hours per month _____

ii. How many months per year _____

II. Describe the type of activities this nominee specializes in:

III. Describe any program(s) developed by the nominee (about 75 words):

IV. Describe how this nominee has made a unique contribution to the residents, staff and facility as a whole (about 75 words):

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AHCA/NCAL and will not be returned.**

SECTION II
continued

- V. Describe how the nominee’s activities support the mission of the facility and goals of the staff (about 75 words):

- VI. Describe how the nominee attracts other volunteers to facility activities (about 75 words):

- VII. In about **200 to 250** 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 potential?
- B. How has your nominee improved the quality of life at the facility?
- C. What makes your nominee extraordinary?

SECTION III

Submit three letters of reference. One letter must be from the facility owner or administrator. A second letter must be from another facility leader, such as the DON/DNS. The third letter must be from a resident, a resident’s family member or friend who frequently visits.

Each reference letter should not exceed one page and must be printed on official facility letterhead. Please describe at least two of the following characteristics of the nominee:

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

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