



## AHCA/NCAL's 2011 Volunteer of the Year Award

At the American Health Care Association and National Center for Assisted Living's 62nd Annual Convention and Exposition in Las Vegas, NV on September 18-21, 2011, AHCA/NCAL will honor volunteers who have made special contributions to the quality of life of long term care residents. Following are the requirements for state nominations for Volunteers of the Year.

### *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 **before** 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 **before** 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 **before** being nominated. Examples 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 accepted.

*AHCA/NCAL may not make 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 AHCA/NCAL by mail or electronic submission **Monday, May 23, 2011**
- Faxed nomination forms will not be accepted
- Nominations for the national Volunteer awards must come from an AHCA/NCAL state affiliate. Nominations forms received directly from member facilities will not be accepted
- Nominees must have volunteered in a member facility (nursing, assisted living/residential care, DD residential services etc.) 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  
(*Below is the list of Honorees*)

### ***2010 Honorees***

Twila Hawn	Adult Volunteer	North Dakota
Michelle House	Young Adult Volunteer	Ohio
American Auxiliary Legion	Group Volunteer	Nebraska
Margaret Knox	DD Hero Volunteer	New Hampshire

### ***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;
- 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 volunteer Honorees how much we, as a profession, appreciate their service to long term care residents, AHCA/NCAL will hold the awards presentation during our 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.

### ***State Affiliate Role***

State affiliates may establish their own rules and criteria to select State winners. However, AHCA/NCAL requires that affiliates use the attached standardized forms to submit nominations for national recognition. **Deadline: May 23, 2011.**

**2010 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 \_\_\_\_\_

**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*):

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

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

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

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

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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 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.