Recognizing Those Who Volunteer in Virginia’s Long Term Care Centers

Volunteer of the Year Awards

2019 Nomination Package
We know you can’t imagine life without your volunteers!

There are as many reasons for volunteering as there are volunteers. Volunteers give of themselves freely with no thought of compensation beyond the joy of helping others. Our residents’ quality of life is enhanced by each volunteer’s special programs and talents. It would be almost impossible to run activity programs without their help.

Nominate your volunteers for a VHCA-VCAL Award!

Through the Adult, Teen, and Group Volunteer of the Year Awards, the Virginia Health Care Association-Virginia Center for Assisted Living (VHCA-VCAL) honors individuals who are dedicated to improving the quality of lives of residents and their surrounding communities.

Your center’s recognition programs go a long way to honor volunteers who selflessly serve your residents. VHCA-VCAL wants to take these honors one step further and name statewide adult, teen, and group volunteers of the year.

Winners of the VHCA-VCAL Volunteer of the Year Awards are also eligible for nomination for the American Health Care Association/National Center for Assisted Living (AHCA/NCAL) Volunteer of the Year awards. On several occasions VHCA-VCAL winners have been selected for the AHCA/NCAL award.

Award Categories and Eligibility Criteria

- **Adult:** 20 years and older
- **Teen:** 13 to 19 years of age
- **Group:** Two or more individuals who volunteer regularly as a whole group

- You may submit nominations in all categories.
- Nominees must have volunteered at the nominating center at least a year prior to the nominating deadline.
- Nominations must be received by June 10, 2019.

Winners are chosen by a panel, the members of which are involved in volunteer programs for other organizations. Honorees will be announced at the annual VHCA-VCAL Awards Banquet held in September. Volunteer of the Year Award recipients and their immediate families (no more than two additional people) will be honored at the banquet.

Fillable electronic forms are also available at [www.vhca.org/nomination-packages](http://www.vhca.org/nomination-packages).

---

Nominate an individual or group who has made a difference in your center!

Virginia Health Care Association
Virginia Center for Assisted Living
2112 W. Laburnum Avenue, Suite 206
Richmond, Virginia 23227
(804) 353-9101
www.vhca.org
Volunteers give of themselves freely with no thought of compensation beyond the joy of helping others. As a result, the quality of life for residents and patients is enhanced by volunteers’ special programs and talents. Nominate an individual or group who has made a difference in your center!

You may submit your nomination using our online form at www.vhca.org/nomination-packages or via this form.

(Please copy this form if you wish to nominate a volunteer in more than one category.)

Please check one category:  ☐ Adult   ☐ Teen   ☐ Group

Nominee Information

Nominee’s Name

Nominee’s Center/Company

Center Address/Phone

Nominator Information

Volunteer Nominated By

Name  Title

Nominator’s Phone  E-mail

Administrator’s Signature

About the Nominee(s)

How long has the nominee(s) volunteered at your center/company? ________________________________

How many hours has the nominee(s) served during the last twelve months? ________________________________

How frequently does the nominee(s) come to your center/company? ________________________________

Selection Criteria

In a typed narrative, please explain why your nominee deserves to be named the VHCA-VCAL Adult, Teen, or Group Volunteer of the Year. Additional supporting materials or letters are strongly encouraged and may be attached.

Your statement should include these specific points:

1. What kind of activities does the volunteer participate in?
2. What does this activity accomplish?
3. How do residents and the nursing center benefit from the efforts of the volunteer?

(over)
4. Does the volunteer have any special skills or talents?
5. Does the volunteer make a unique contribution?
6. Has the volunteer initiated any new programs or projects?
7. If the nominee has recruited others to volunteer, how many?
8. Is the volunteer active in any civic or community groups that enable him/her to enhance the image of your residents, center, or long term care?

**Checklist for Nominator**

This section is intended to help you make sure you are returning the required information with your nomination. All documents must be mailed/mailed at the same time to the VHCA-VCAL office by June 10, 2019 to be considered.

___ Completed nomination form.
___ Written narrative explaining why your nominee should be selected for this award.
___ At least three (3) letters of recommendation that support your nomination.

   Criteria for letters:
   1) Letters may not exceed one page.
   2) Letters must be printed on official letterhead and signed.
___ High-resolution digital headshot of the nominee (e.g., jpeg).
___ Additional digital photographs of the nominee (at least 5).
___ Any additional materials to support your nomination (e.g., news articles).

**How to Submit Your Nomination**

1. Use our online form at www.vhca.org/nomination-packages. You will be able to upload your photo files and other information. Nominations must be received by June 10, 2019.

   OR

2. Mail this nomination form and supporting materials to:

   VHCA-VCAL
   Doran Hutchinson | Vice President of Member Services and Education
   2112 W. Laburnum Avenue, Suite 206
   Richmond, Virginia 23227

   If mailing your submission, please include high-resolution digital headshot of the nominee (e.g., tiff or jpeg) on a CD or thumb drive. You may also email the headshot to Doran Hutchinson at doran.hutchinson@vhca.org.

   **Nominations must be received by June 10, 2019.**