



## 2022 D.A. “Woody” Brown Community Involvement Awards Submission Guide

Please review this guide to help you gather the information you need to submit a complete entry.

All entries are due by June 24, 2022. You are welcome to submit entries in all categories.

More information is available at [www.vhca.org/nomination-packages](http://www.vhca.org/nomination-packages).

If you have questions about the online submission process, please email [info@vhca.org](mailto:info@vhca.org).

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### Additional Criteria for NSNCW, NALW, and Special Event Submissions:

1. All entries must include a completed submission form. You may complete the online form for the award category **OR** save an electronic copy of the fillable form (downloadable Word file) and email it to [info@vhca.org](mailto:info@vhca.org) or mail it to the VHCA-VCAL Office.
  - a. Any mailed materials submitted to VHCA-VCAL must be accompanied by a completed Mailing Form available on the next page.
2. The completed official entry form will provide comprehensive information about each program. Photographs and illustrations may be used to enhance the entry form but will not substitute for written information.
3. All entries must be in scrapbook form, loose leaf binders, or photo albums. **Please limit entries to 24 pages front and back.**
4. Submitted photos may be used at the VHCA-VCAL Awards Banquet and in VHCA-VCAL publications.
5. Judging is based on program content.
6. Resident participation at every stage of the event is critical. Please describe community support, if applicable given COVID-19 precautions.

### Additional Criteria for Facility Newsletter Submissions:

1. All entries must include a completed submission form. You may complete the online form for the award category **OR** save an electronic copy of the fillable form (downloadable Word file) and email it to [info@vhca.org](mailto:info@vhca.org) or mail it to the VHCA-VCAL Office.
  - a. You can upload pdf files of your newsletter using the online form.
  - b. Any mailed materials submitted to VHCA-VCAL must be accompanied by a completed Mailing Form available on the next page.
2. Submit three different editions of your newsletter published between 2020 and May 2022.



## 2022 D.A. “Woody” Brown Community Involvement Awards Mailing Form

**Please securely attach this form with your entry.**

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**Facility Name**

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**Your Name**

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**Phone/Email**

**Award Category** *(Select one. Additional copies of this form may be made if submitting materials in more than one category.)*

NSNCW or NALW

Special Event

Facility Newsletter

**Check one:**

I have completed an electronic submission for this award category.

I have completed the written form for this award category **and** attached it with this submission.

**Completed submission form and related  
materials are due by June 24, 2022 to:**

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