



2023 Recognition Awards Nominator's Guide

Please review this guide to help you gather the information you need to submit a complete nomination online at <https://www.vhca.org/awards/nomination-packages-for-the-vhca-vc-al-awards/>. If you have questions about the online nominating process, please email info@vhca.org. You may submit nominations in all categories. Nominations are due June 23, 2023.

James G. Dunton Distinguished Service Award for Lifetime Achievement
Nursing Facility Administrator of the Year Award
Assisted Living Administrator of the Year Award
Director of Nursing of the Year Award
Certified Nursing Assistant of the Year Award

The following information is required (unless otherwise indicated) for all Recognition Awards:

- Length of time at present center/company
- LTC employment history (CV or resume may be entered into text field or may be uploaded.)
- VHCA-VCAL involvement with dates
- Community or civic involvement
- Written narrative explaining why your nominee should be selected for this award
- At least three (3) letters of recommendation that support your nomination. Letters may be uploaded. (Criteria for letters: Letters may not exceed one page. Letters must be printed on official letterhead and signed.)
- High-resolution digital headshot of the nominee (e.g., jpg). Additional digital photographs of the nominee (at least 5 recommended) may be submitted online.
- Please note that members of the Executive Committee (Chairman, Vice Chairman, Secretary/Treasurer, and Immediate Past Chairman) are ineligible to be nominated for a Recognition Award.

Additional information required for specific awards:

- Nursing Facility Administrator and Assisted Living Administrator of the Year: Nominee license # and date of issuance
- Director of Nursing and Certified Nursing Assistant of the Year: Length of time as a DON or CNA

Optional information

- Any additional materials to support your nomination (e.g., news articles, letters from residents and family members) may be uploaded.