



2023 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 nomination.

All entries are due by June 23, 2023. You are welcome to submit entries in all categories.

More information is available at www.vhca.org/nomination-packages.

If you have questions about the online nominating process, please email info@vhca.org.

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

1. All entries must include a completed submission form. You may use our online forms available at www.vhca.org/nomination-packages or print and complete a paper form.
 - 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. Judging is based on program content.
5. 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 use our online form available at www.vhca.org/nomination-packages or print and complete paper forms.
 - 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 May 2022 and May 2023.