



## 2024 D.A. “Woody” Brown Community Involvement Awards Submission Guide

Please review this guide to help you gather the information you need for a complete D.A. “Woody” Brown submission.

All entries are due by June 7, 2024. 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 submission process, please email [doran.hutchinson@vhca.org](mailto:doran.hutchinson@vhca.org).

---

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

1. All entries must include a completed fillable submission form available at [www.vhca.org/nomination-packages](http://www.vhca.org/nomination-packages).
  - a. Any mailed materials submitted to VHCA-VCAL must be accompanied by the completed fillable submission form.
2. The completed fillable submission form will provide comprehensive information about each program. Entries can be in the form of a scrapbook, loose leaf binder, or photo album. **Please limit entries to 24 pages front and back.**
3. Judging is based on presentation and program content.
4. Resident participation at every stage of the event is critical.

### Additional Criteria for Facility Newsletter Submissions:

1. All entries must include a completed fillable submission form available at [www.vhca.org/nomination-packages](http://www.vhca.org/nomination-packages).
  - a. You can upload pdf files of your newsletter and email to [doran.hutchinson@vhca.org](mailto:doran.hutchinson@vhca.org). **Or**
  - b. Mail materials to VHCA-VCAL accompanied by the completed fillable submission form.
2. Submit three different editions of your newsletter published between May 2023 and May 2024.
  - a. Newsletter submissions will not be returned to the center.