

## **AHCA Awards Policies and Procedures**

The AHCA/NCAL Awards program is a nationwide recognition program that serves to highlight the outstanding work that volunteers do in their communities. The award program is open to all AHCA/NCAL members in good standing with the state affiliate and AHCA/NCAL and is operated by staff at AHCA. The program honors one individual or groups in each the following categories:

- **Adult Volunteer**-- an individual, 20 years of age or older, who has volunteered in a member facility for at least one year prior to being nominated for the award.
- **Young Adult Volunteer**-- an individual, 13 to 19 years of age, who has volunteered in a member facility for at least one year prior to being nominated for the award.
- **Group Volunteer** -- a distinct organization that has provided group volunteer services or participated in a series of activities with a member facility's residents for at least one year prior to being nominated for the award. Honorees who travel to the convention must be volunteers and not employees.
- **Intellectual and Developmental Disabilities (ID/DD) Hero of the Year**-- recognizes an honoree from a member ICF/IID, HCBS Waiver Home or other setting for their dedication to improving the quality of life of clients and advancing community understanding of individuals with intellectual or developmental disabilities
- **NFP Program of the Year**-- Eligible Care settings must be of not-for-profit (NFP) sponsorship, including SNFs/NFs/PAC, assisted living/residential care, ICF/IIDs, CCRCs, County and Veterans facilities, may nominate a community benefit or resident services program that that adds value to the care of residents and enhances the lives of individuals residing outside the facility.
- **NFP Trustee** – recognizes a Trustee or Board member with of a not for profit facility that contribute to the emotional, social, and mental well-being of residents/patients/clients and foster greater acceptance by the community. Nominees must have three years of board service.

### **Nomination Eligibility and Criteria**

For the Volunteer of the Year awards (Adult, Young Adult, and Group), the following criteria must be met:

- Nominations in each category must be typed and received at AHCA/NCAL by mail or electronic submission by June 8, 2018.
- Nominations for the Volunteer of the Year program may be submitted by a member facility or a state association.
- Nominees must have volunteered in a member facility (skilled nursing facility, assisted living/residential care) for at least one year immediately prior to the nomination.
- Letters of recommendation must accompany the nomination (see Section III).

- Volunteer award nominees may not be employees of the member facility/community where the volunteer work is being completed.
- Multiple volunteer awards may be awarded in the same member facility and state in any given year.
- If a member facility or state association nominated a winning candidate the previous year, that member facility or state association is eligible in that same category the next year.
- Please note that all essays, photos and other material submitted with the nomination become the property of AHCA/NCAL and will not be returned.

**The eligibility criteria for the ID/DD Hero of the Year and NFP Program of the Year awards differ from those of the VOY awards. Please refer to the nomination packets for these particular awards for criteria and nomination guides.**

### **Selecting Honorees**

Once the nomination period has closed, all applications will be reviewed and verified to ensure they meet eligibility requirements.

### **Judging Panel & Selecting Recipients**

AHCA's Standing Committees will assist in selecting the honorees.

For the awards where there is an established committee that deals with that topic, the members of that committee will review and judge award applications.

- Not for Profit Council – NFP Trustee Award and NFP Program of the Year Award
- ID/DD Committee – ID/DD Hero of the Year

For the three Volunteer of the Year categories, the Chairs and Co-Chairs of other AHCA/NCAL standing committees will review and judge award applications.

If a judge has a conflict of interest, they will be asked to recuse themselves. For example, if a judge's employing facility is being considered or a volunteer at their facility is being considered for an award, the judge will be asked to recuse themselves.

The judges will receive the scoring rubric and application materials and return the rubric to AHCA Public Affairs.

When the honoree is finalized, AHCA will first notify the state affiliate and offer them the opportunity to contact the honoree and his/her facility. If the state affiliate declines to contact the honoree and the facility, AHCA will contact the center, then coordinate the best method to directly contact the honoree.

## **Honoree Communications and Travel**

- Each recipient will be invited to attend the AHCA/NCAL Annual Convention in the year the award is presented. AHCA/NCAL will pay for airfare and hotel accommodations for the recipient and one guest. AHCA/NCAL will provide two nights of hotel accommodations. AHCA/NCAL also will provide a \$175 per person per day spending allowance for the recipient and guest in accordance with the AHCA [travel policy](#).
  - Honorees will book their airline tickets through Egencia. For 2018 since the meeting is in San Diego, AHCA/NCAL will pay for airfare pursuant to the reimbursement policy outlined on the [West Coast Map](#).
- Each honoree may select the “guest” they would like to invite to travel to Convention. The guest is NOT to be the facility owner/operator/administrator/executive director or other person who otherwise would attend the convention as a paying member. It may be a family member or a close team member from the facility.
- Honorees and guest should notify AHCA Public Affairs staff of any special accommodations or dietary restrictions for the honorees or guests.
- Within two weeks of notification of selection for the award, honorees must notify AHCA Public Affairs staff if will attend the Convention and which days they prefer to travel.
- Honorees and their guests are expected to attend the following events while at the Convention:
  - Rehearsal
  - Closing General Session (awards are presented at this time)
  - Breakfast with Public Affairs staff
  - Gala

AHCA/NCAL staff will provide information on the date, time and location of these activities.

## **Awards**

AHCA/NCAL will provide, at no cost to the honoree or facility, one award plaque per honoree.