

# NDLTCA Volunteer of the Year Award

Volunteer #: \_\_\_\_\_  
(for NDLTCA use only)

At NDLTCA's 43rd Annual Convention in Bismarck, NDLTCA will honor volunteers who have made significant contributions to the quality of life of long term care residents. Following are the requirements for nominations for volunteers of the year.

**Volunteer Categories: (all nominees must have served in your facility for at least one year before being nominated!)**

- **Adult:** An individual 20 years of age or older. (*Adult duos...husband & wife, mother & daughter, father & son...would be nominated as a Group*)
- **Young Adult:** An individual 19 years of age or younger.
- **Group:** A non-profit organization, club or group of two or more that has provided volunteer services or participated in a series of activities with a facility's residents. The group should have contributed to the mental, social, and emotional well being of residents.

**All nominees must meet the following eligibility criteria:**

- Nominations in each category must be submitted by the first Friday in February. You can *email* nomination forms to susan@ndltca.org, or *mail* them (postmarked by the first Friday in February) to NDLTCA, 1900 N. 11th St, Bismarck, ND 58501.
- Candidates for the awards must be nominated by a NDLTCA member facility;
- Volunteers must have served in a member facility **for at least one year**;
- Volunteer activities must contribute to the emotional, social, and mental well-being of residents;
- **If a facility nominated a winning candidate last year, the facility is not eligible to nominate in the same category this year but may nominate in the other categories.**

**Selection Criteria:**

- Volunteers involvement in activities which demonstrate that the volunteer helps residents realize their potential;
- Volunteers length and frequency of service;
- Volunteers role in initiating new programs for residents; and
- Volunteers contacts outside the facility which enhance the image of the long term care profession.

**Recognition of Recipients:**

To show volunteer winners how much we, as a profession, appreciate their efforts on behalf of long term care residents, NDLTCA will make the awards presentations at our convention and will be submitted for the National Award. Details on this process will be sent to the award recipients shortly after they are notified of their selection.

**Member Facility Role:**

Please encourage your staff to use this opportunity to show their appreciation for the contributions made by long term care volunteers.

**Nominations can be submitted to:**

*Mail to:* 1900 N. 11th Street, Bismarck, ND 58501 (*postmarked by the first Friday in February*)

*E-mail to:* susan@ndltca.org

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**Please complete the following information:**

Please check category:

Group     Adult     Young Adult    Age of Young Adult: \_\_\_\_\_

**Nominee Information:**

Name of Nominee: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Nominator Information:**

Nominating Facility: \_\_\_\_\_ Number of Beds: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Service Information:**

Length of volunteer service at your center (years): \_\_\_\_\_

Frequency of service (hours per visit): \_\_\_\_\_

Frequency of service (visits per month): \_\_\_\_\_

**Short Answer:** 50 words or less

**Describe what types of projects and/or activities the Nominee prefers:**

**Describe any special activities the Nominee has developed at the center:**

**Describe the Nominee's unique contributions to the residents:**

**Describe how the Nominee's work supports the mission of the center:**

**Describe how the Nominee encourages others to volunteer at the center, or center's events:**

**Essay:** In no more than 200 words, explain what makes your Volunteer of the Year Nominee noteworthy.

**Use the following questions as a guide:**

- How does the Nominee help residents reach their full potential?
- How has the Nominee improved the residents' quality of life?
- What makes this Nominee Noteworthy?

**Letters of Recommendation:** Submit three letters of recommendation that support your nomination

- A letter from the center's owner, executive director or administrator
- A letter from a center leader in a management role (i.e. Director or Nursing/DNS)
- A letter from a resident, a resident's family member, or a resident's friend who frequently visits (note: this letter may not be from a staff member)
- Additional Reference Letter (Optional)
  1. Optional reference letters may not exceed one page;
  2. Letters must be printed on official letterhead and personally signed; and
  3. Letters must address the following characteristics of the Nominee:
    - Work Ethic;
    - Commitment to serving; and
    - Ability to connect with residents and patients