2014

Distinguished Service Awards

Nomination deadline: February 5, 2014

LeadingAge™PA
an association of not-for-profit senior services
Nominating those that have made an outstanding contribution to care and services for seniors in Pennsylvania...

**LeadingAge PA** takes great pride in the achievements of all our members as individuals and as groups, working together to honor our shared mission. As an association committed to serving older Pennsylvanians and those with chronic needs, all contributions that enhance the quality of that effort are treasured. Some individuals, however, go above and beyond the call of duty in their daily work, touching the lives of our residents in special ways, making the road just a little easier for the rest of us, and encouraging all of us to even greater accomplishments.

The **LeadingAge PA Distinguished Service Awards Program**, established in 1973, encourages members to nominate individuals and organizations that enhance the field of aging services through their involvement, innovation, leadership, or advocacy, as well as personal and organizational generosity. The goal of the LeadingAge PA Awards Program is to honor persons and organizations for outstanding performance.

**Currently there are twelve awards:**

- Paul P. Haas Lifetime Achievement
- Leader of the Year
- Facilitator of the Year
- Trustee of the Year
- Customer Service
- Professional Advancement
- Innovation of the Year
- Volunteer of the Year – Individual
- Volunteer of the Year – Group
- Caregiver of the Year – Licensed
- Caregiver of the Year – Direct Care
- Staff Member of the Year

Each award focuses on a different aspect of service, but all are important. With so many talented and noteworthy recommendations, the Awards Task Force spends many hours every year weighing the merits of each nomination packet. The decisions are never easy. For that reason, the task force always encourages nominators to resubmit forms the following year for those who were not chosen. Please review the categories and criteria which follow and consider proposing one or more of the special programs or people in or associated with your organization for a 2014 LeadingAge PA Distinguished Service Award.

**Nominations are open until February 5, 2014.** Our Distinguished Service Awards Task Force will review the nominations and select a slate of winners late March. We will then notify award winners so that honorees can make plans to attend the LeadingAge PA Annual Conference & Exposition June 18-20 in Hershey, PA to accept their awards and attend a special Awards Brunch in their honor. Those submitting nominations that were not selected will also be notified.

**Entries must be received by February 5, 2014.**
Categories & Criteria

Please select the appropriate category for the nominee and address all nomination criteria individually as thoroughly as possible.

Submitting your nomination: Each year it is very difficult for the Awards Task Force to decide on which candidates to choose. Support material to back-up nominees’ qualifications is extremely important and helpful in assisting the Task Force. Examples of support materials to include with your nomination submittals include: supervisor, staff, resident/family testimonial letters; press/media clippings/photos; resumes; letters of reference; and any other material that supports your nominee’s category and submission. Please don’t hesitate to contact LeadingAge PA for clarification on collateral materials associated with your nomination submittals at 800-545-2270.

A sample template is available online for your reference at www.leadingagepa.org. Under the Engagement tab, select "Honor Distinguished Service."

Note: Please be aware that for all award categories if the Awards Task Force deems there are no nominees that meet the required criteria, a winner will not be awarded for that category.

Paul P. Haas Lifetime Achievement Award—
For Service to the Association and the Field of Aging

LeadingAge PA’s highest award is presented to a distinguished individual who has demonstrated exemplary leadership, service and commitment to the association and across the state to positively impact and advance the aging services field.

Eligible Nominees: CEOs, executive directors, board members, benefactors or employees of LeadingAge PA member organizations.

History of commitment, leadership and involvement with broad-reaching effect on advancement of service to the elderly
Long-standing involvement in advocacy and grassroots initiatives to support the field of aging services
Outstanding contribution of significant service at the state level
Significant contributions to improving quality and fostering a better understanding of the field of aging
Outstanding and creative service and support to LeadingAge PA, member facility and the field of aging
Significant positive impact and advancing the understanding, knowledge and service to the field of aging
Distinguished record of service, dedication and foresight

Additional Requirements: A full resume along with three (3) letters of reference must accompany application. The Awards Task Force needs to know how all criteria is being met. Please ensure that support material clearly documents all criteria.

Submit your nominee! Submission deadline: February 5, 2014.
LEADER OF THE YEAR—Excellent Leadership In A Member Organization

Recognition of individuals that demonstrate excellence in management or governance accountability, are pro-active in quality of care to residents, and have played a pivotal role in overall operations leading to organizational success.

**Eligible Nominees:** Senior management, executive directors, and administrators of LeadingAge PA member organizations.

- Outstanding and creative service and support to LeadingAge PA
- History of exceptional leadership to the member facility, its residents and/or the elderly population in the community
- Commitment to staff development and the fostering of staff relationships
- Significant contribution to improving quality within the member organization
- Significant positive impact in advancing the understanding, knowledge and service to the field of aging within the member community
- Steadfast commitment “above and beyond the call of duty” to the organization
- Specific acts to enhance and enrich the role of staff within the organization
- Distinguished record of service, dedication and foresight

**Additional Requirements:** A full resume along with three (3) letters of reference must accompany application. The Awards Task Force needs to know how all criteria is being met. Please ensure that support material clearly documents all criteria.

FACILITATOR OF THE YEAR

This award is presented to an outstanding mentor who has nurtured, coached, counseled and encouraged others in order to help them develop personally and professionally as an individual and/or as part of a team.

**Eligible Nominees:** Mid-level management from member organizations involved in direct management or supervision of multiple staff (Supervisors, Unit Managers, Department Heads).

- Serves as an outstanding role model for team leadership
- Ability to harness and foster team development to meet organizational goals and reinforce commitment to quality of care
- Specific acts to promote and encourage career development throughout the organization

**Additional Requirements:** Three (3) letters of reference must accompany application.
TRUSTEE OF THE YEAR

This award is given to voluntary leaders who have served with distinction on the boards of LeadingAge PA member organizations and have demonstrated a significant contribution by enriching the lives and well-being of seniors, displayed a personal commitment to the life of the organization, and provided outstanding leadership to the organization and the community at large.

Eligible Nominees: Trustees (group or individual) from member organizations.

- Served unselfishly and with distinction on board of facility
- Significant contribution of time and effort for betterment of facility and residents
- Service beyond call of duty
- Financial contributions
- Evidence of personal preparation to enhance enlightened governance
- Community involvement beyond facility/organization
- Above and beyond in demonstrating steadfast commitment (history of involvement, willingness to take risks, clear understanding of trustee’s role, leadership in innovation)
- Specific actions to enhance and enrich lives of aging
- Outstanding leadership in achieving organization’s specific goals and objectives

Additional Requirements: Three (3) letters of reference must accompany application.

CUSTOMER SERVICE AWARD

This award recognizes individuals who have made exceptional contributions consistently exceeding expectations in the delivery of customer service to a member organization.

Eligible Nominees: Member or non-member individuals (including outside business service providers).

- Provision of extraordinary customer service that is above and beyond standard measures
- Demonstration of service orientation that fully embodies organizational mission
- Exceptional performance manifesting positive organizational and social impact
- Significant contributions resulting in the delivery of improved quality and care

Additional Requirements: Three (3) letters of reference must accompany application.

PROFESSIONAL ADVANCEMENT AWARD

This award is given to an individual who has assumed progressive leadership responsibilities within the field of aging services and has worked to build a shared vision, develop robust relationships and organizational capability.

Eligible Nominees: Member employees of any organizational level.

- Demonstrated achievement and success in improving individual skills to benefit the larger community and seniors served
- Outstanding commitment and demonstration of the highest professional standards
- Encouragement of collaboration and partnership between all stakeholders in the care-giving process
- Mentoring to promote and encourage career growth throughout the organization

Additional Requirements: Three (3) letters of reference must accompany application.

Submit your nominee! Submission deadline: February 5, 2014.
INNOVATION OF THE YEAR

Recognition of individuals, programs and services that are models of innovation and excellence and that contribute significantly to the quality of life of individuals served.

**Eligible Nominees:** Member individuals or organizations.

- Innovative program in long-term care or aging services which sets an example that can be replicated and makes extensive use of rather limited financial or human resources
- Reaches in new directions on an experimental basis for greater welfare of all residents
- Obtains extraordinary services from a staff which becomes enthusiastically motivated by virtue of this programmatic initiative
- Involves outside community resources in a creative, mutually beneficial manner

**Additional Requirements:** Please provide an outline and/or template of the program or project to aid other member facilities in the replication of your project. Please indicate if your program is funded by grants or the organization. Three (3) letters of reference must accompany application.

VOLUNTEER OF THE YEAR—INDIVIDUAL

This award recognizes individuals who have enhanced the quality of life of seniors through volunteer work for the benefit of the residents, member organization and/or greater community.

**Eligible Nominees:** Volunteers (individual) from member organizations (resident or non-resident).

- Significant volunteer service to member facility, agency
- Extraordinary commitment and dedication to preserving dignity, well-being, independence of residents
- Time and resources to member facility, simply for love of giving
- Quality of service
- Proficient use of talents
- Outstanding in promoting mission and goals of facility
- Specific actions to enhance or enrich lives of aging
- Above and beyond in steadfast commitment to elderly

**Additional Requirements:** Three (3) letters of reference must accompany application.

VOLUNTEER OF THE YEAR—GROUP

This award recognizes groups who have enhanced the quality of life of seniors through volunteer work for the benefit of the residents, member organization and/or greater community.

**Eligible Nominees:** Volunteer groups from member organizations (resident or non-resident).

- Significant volunteer service to member facility, agency
- Extraordinary commitment and dedication to preserving dignity, well-being, independence of residents
- Quality of service
- Outstanding in promoting mission and goals of facility
- Specific actions to enhance or enrich lives of aging
- Above and beyond in steadfast commitment to elderly

**Additional Requirements:** Three (3) letters of reference must accompany application.
CAREGIVER OF THE YEAR—LICENSED

This award recognizes licensed staff who provide excellent clinical care to their residents, while demonstrating leadership and a commitment to the field of long-term care nursing.

**Eligible Nominees:** Any employee in a licensed care capacity in a member facility

- Dedication and skill above and beyond in performing duties related to care of the elderly (examples: quality of care, hospitality, example setting, length of service, a commitment to self-betterment)
- Interacting with care recipients in a manner that fosters their human development
- Exceptional service to member facility, its residents and/or the elderly population in the community
- Mentoring in a care capacity to help others to build upon and maximize care giving skills

**Additional Requirements:** Three (3) letters of reference must accompany application.

CAREGIVER OF THE YEAR—DIRECT CARE

This award recognizes those who serve as models of commitment to compassionate care.

**Eligible Nominees:** Any employee in a direct care capacity in a member facility (certified nursing assistants, nurse aides, home health, assisted living, personal care, and restorative aides, etc.).

- Steadfast commitment “above and beyond call of duty” to elderly (examples: length of service, dependability, a commitment to self-betterment, example setting, hospitality, or extra participation)
- Specific acts to enhance and enrich the lives of aging persons
- Exceptional service to member facility, its residents and/or the elderly population in the community
- Outstanding treatment of the whole person

**Additional Requirements:** Three (3) letters of reference must accompany application.

STAFF MEMBER OF THE YEAR

Recognition of an individual who has exhibited excellence within their role and enhanced their member organization through exceptional service to staff, residents and families served.

**Eligible Nominees:** Employees who are not involved in direct care of residents such as housekeeping, dietary, human resources, activities, maintenance, and clerical

- Giving outstanding commitment to the elderly within their role at the facility (examples: dependability, a commitment to self-betterment, example setting, hospitality, or extra participation)
- Specific acts to enhance and enrich the lives of aging persons
- Exceptional service to the member facility, its residents, and/or the elderly population in the community

**Additional Requirements:** Three (3) letters of reference must accompany application.

Submit your nominee! Submission deadline: February 5, 2014.
To nominate an individual or organization, please complete the form below and return it with supporting information to the LeadingAge PA office. **Nominations must be postmarked by February 5, 2014.** Duplicates of this form should be made for each award category.

I/we nominate the following (check one) ☐ person, ☐ group, or ☐ facility for consideration as a recipient of the **LeadingAge PA 2014 Distinguished Service Award** in the following category (see category details):

- ☐ Paul P. Haas Lifetime Achievement Award
- ☐ Volunteer of the Year – Individual
- ☐ Volunteer of the Year – Group
- ☐ Innovation of the Year
- ☐ Staff Member of the Year
- ☐ Caregiver of the Year – Licensed
- ☐ Caregiver of the Year – Direct Care
- ☐ Facilitator of the Year
- ☐ Professional Advancement Award
- ☐ Leader of the Year
- ☐ Trustee of the Year
- ☐ Customer Service Award

**Check One:**
If the Task Force wishes to consider your entry in a different category, is this acceptable to you? Yes ☐ No ☐

**Nominee Information (please print):**

Name of Person or Facility

Title

Address

City __________________________ State __________ Zip __________

Phone (__________) E-mail

On a separate sheet(s) of paper, please describe the nominee’s qualifications. Please include the support material (i.e. testimonial letters from other individuals to support the nomination, resume or background sketch, summary of program benefits, human interest information) appropriate to the criteria for the specific category described on the attached sheet. Please select the proper category for your nominee. **It is important that nominees meet all the criteria listed in their category.** Please supply support material to address each criteria, the Awards Task Force will carefully review all applications and support material supplied.

**Nominator Information (please print):**

Name/Title __________________________ Phone (__________) E-mail

Facility/Agency

Address

City __________________________ State __________ Zip __________

Signature __________________________ Date __________

This form must be received by February 5, 2014. Please submit to: LeadingAge PA DSA Awards Program 1100 Bent Creek Boulevard • Mechanicsburg, PA 17050 Awards will be presented at the LeadingAge PA Annual Conference, June 18-20, 2014 in Hershey, PA.