



Champions of Health Care Awards

The Virginia Association of Free and Charitable Clinics is accepting nominations for their Champions of Health Care Awards. These awards recognize people and organizations that are role models and exemplify an extraordinary commitment to free clinics and health care in Virginia. We seek to honor those who have demonstrated selflessness, exhibited a long-term commitment to service and the betterment of society, and who have had a significant impact on the lives of others in their community.

Nomination Packets **MUST** include:

1. Nominee Profile
2. Nominator Profile
3. Nomination Narrative
4. Two Letters of Support

Nomination Period: Monday, May 20, 2013 to Monday, July 15, 2013

All nominations must be **RECEIVED** via mail, email or fax no later than **5:00pm, Monday, July 15, 2013**, in a typed format. Incomplete nomination packets or nominations received after the deadline will *not* be accepted. Please carefully read the *Frequently Asked Questions* section at the end of this document.

Please call Judy Griffin at 804-340-3434 or email at judy@vafreeclinics.org with questions.

Mail, email or fax nomination packets to:

VAFCC Awards Committee
c/o Judy Griffin
711 Moorefield Park Dr., Suite C
N. Chesterfield, VA 23236

Fax: 804-340-3435

Email: judy@vafreeclinics.org

NOMINEE Profile:

Nominee's Name: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Email address: _____

AWARD CATEGORIES

Please check ONE category ONLY of Nominee (Not Nominator)

Executive Director Champion – honors an individual executive director of a free clinic in Virginia for outstanding leadership, dedication and service to their clinic.

Health Professional Volunteer Champion – honors an individual for extraordinary volunteer service to a free clinic in Virginia. It recognizes the contributions of a health professional clinic volunteer.

Administrative Volunteer Champion – honors an individual for extraordinary volunteer service to a free clinic in Virginia. It recognizes the contributions of an administrative clinic volunteer.

Corporate Champion - honors a corporation or business in Virginia which has made outstanding contributions and provided support to the free clinics of the Commonwealth.

Funding Champion – honors a foundation in Virginia that has financially supported the free clinics, their staff and their programs, allowing the free clinics to provide more services and serve more people.

Institution of Higher Learning Champion – honors a university or college in Virginia for supporting free clinics with volunteers, interns and partnerships that enhance the work of the clinics.

Legislative Champion – honors a Virginia legislator (past or present) whose commitment to health care has been demonstrated by the introduction and/or support of bills that benefit the patients served by the Free Clinics.

NOMINATOR Profile:

Nominator's name and title: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Email address: _____

Relationship to Nominee: _____

Nomination Narrative – This should be no more than two pages, single-spaced on 8 ½ x 11 paper with one-inch margins and type in 12-point font. The narrative must answer the following questions:

1. How has the nominee demonstrated their selflessness through an extraordinary commitment to free clinics and health care in Virginia?
2. How has the nominee exhibited their service to the free clinics and the betterment of society?
3. How has the nominee had a significant impact on the lives of others in their community?
4. Is there further information the judging panel should be aware of when evaluating the nominee?

Letters of Support – Each of TWO letters must be:

1. No longer than one page
2. Clearly state the author's relationship to the nominee and knowledge of their service in order to provide sufficient information on the individual or organization.
3. Not be used to serve as both a letter of support and the nomination narrative
4. Be submitted by someone other than the nominator and by someone not directly related to the nominee.
5. If available, it is suggested, but not required, that letters of support be submitted on the letterhead of the letter writer's organization.

PLEASE NOTE THAT ADDITIONAL INFORMATION, PHOTOGRAPHS, NEWS CLIPPINGS OR MORE THAN TWO SUPPORT LETTERS WILL NOT BE CONSIDERED. NOMINATION PACKETS WILL NOT BE RETURNED TO NOMINATORS.

FREQUENTLY ASKED QUESTIONS

How do I submit a nomination?

Download and complete the nomination document from our website at www.vafreeclinics.org and mail, email or fax it to our office.

Mailing Address: VAFCC Awards Committee
c/o Judy Griffin
711 Moorefield Park Dr., Suite C
N. Chesterfield, VA 23236

Fax: 804-340-3435

Email: judy@vafreeclinics.org

How long is the nomination period?

The nomination period will last for eight (8) weeks, beginning Monday, May 20, 2013. All nominations must be RECEIVED (not postmarked) via mail, email or fax no later than 5:00pm, Monday, July 13, 2013. Any incomplete nomination or nomination received after 5:00pm on July 15, 2013 will not be considered. Nomination narratives received without the two letters of support will be considered incomplete and will not be considered.

Is it necessary to complete the nomination profile form for the nominee and the nominator in addition to the nomination narrative?

Yes. Please include the full name of the individual or organization. It is very important that the category selected is that of the nominee, rather than the affiliation or category of the nominator.

How long must the nomination narrative be?

The nomination narrative must be no more than two pages single-spaced on 8 ½ x 11 paper with one-inch margins and typed in 12-point font.

Does the nomination narrative need to follow any specific format?

Yes. The nomination narrative should answer all the questions as stated in the nomination narrative section of the nomination form.

May I nominate someone for a category that isn't listed on the nomination form?

No. Nominators must select only one of the listed categories. Please do NOT select multiple categories for the same candidate.

May I submit multiple nominations for different individuals or organizations?

Yes. An individual or organization may submit as many nominations as desired for different individuals and organizations.

What are the general requirements for the letters of support?

Two letters of support are required, no longer than one page each. Letters should clearly state the author's relationship to the nominee and knowledge of their service in order to provide sufficient information on the individual or organization. Letters may not be used to serve as both a letter of support and the nomination narrative. Letters must be submitted by someone other than the nominator and by someone not directly related to the nominee. If possible, letters of support should be submitted on the letterhead of the letter writer.

Can the author of the letter of support remain anonymous?

We prefer that the nominator provide the contact information for those submitting letters of support. Providing the contact information allows us to contact the author in case we need to track the letter of support.

Can the author of the nomination narrative also write a letter of support?

No. A letter of support must be submitted by someone other than the nominator. Letters must also be written by different individuals, not the same person.

May I submit additional information such as photographs and/or news clippings to further support my nomination?

No, such additional information will not be considered. However, you may mention this information in the narrative. Two letters of support is the required number and additional letters will not be considered.

Are there any restrictions for nominations?

Yes. VAFCC employees are not eligible for these awards. Award nominations may not come from family members or relatives (spouse, sibling, fiancé, etc.). Awards are not given posthumously.

Who reviews the nominations?

Nominations are reviewed by a panel of independent judges. Judges are selected based on their experience and expertise in the field of free clinics and health care.

When will I be notified about my nomination's status and when are the award presented?

All nominators will be notified upon receipt of their nominations by the VAFCC. A judging panel will review nominations during July to determine the awardees. Letters will be mailed to all nominators in mid-August notifying them of the judging result. The awards ceremony will be held at the VAFCC's 20th Anniversary Gala on September 24, 2013 at the Westin on West Broad in Richmond, VA.

If I have further questions, where may I call or email for assistance?

You may contact Judy Griffin at 804-340-3434 or email at judy@vafreeclinics.org.