



Tennessee Community Organizations
 40 Rutledge St.
 Nashville TN, 37210
 T 615.736.6090 or 877.265.2064
 F 615.736.6095
 W tnco.org

2017 Annual Awards of Excellence Entry Form

SUBMISSION PAGE (please include a copy of this page for each entry)

Please type or print

Member Agency _____

Name & Title _____

Address _____

City/State/Zip _____

Office Phone & Email _____

I hereby enter the TNCO 2017 Annual Awards of Excellence competition in the following category.

- Business of the Year
- Community Leader of the Year
- Volunteer of the Year
- Lifetime Achievement
- John Henry Family Award
- Community Outreach (One Award for Small Agencies and one for Large Agencies)
 - Small Agency
 - Large Agency
- Outstanding DSPs
 - West
 - Middle
 - East
- Outstanding Managers
 - West
 - Middle
 - East
- Individual Achievement Award
 - West
 - Middle
 - East
- Oops! 2017

All entries must be received in the TNCO office by **Noon on Friday, June 23rd.**

Please Email or Fax ballots to:
 TNCO - 2017 Annual Awards of Excellence
 Email: info@tnco.org
 Fax: 615-736-6095

Questions? Contact TNCO at 615.736.6090 ext. 208 or lellis@tnco.org



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Rules and Entry Preparation

1. Complete a SUBMISSION PAGE for each category and each nomination in a category.
2. Your entry should not exceed 3 letter sized pages (8 1/2" x 11").
3. Please submit a Jpeg photo of the nominees along with a signed photo release from (attached)
4. If submitting supporting documents with your entry:
 - Submit a copy of any brochures, work samples or relevant information in PDF format.
 - Label with Category and nominee's name
5. All entries become the property of TNCO and will not be returned.
6. Previous nominees that/who have not won an award may be re-nominated. A new entry form must be submitted.
7. Do not resubmit an entry in the same category in which you or your nominee previously won an award in the past 2 consecutive years. However in the Community Outreach category, you may submit a previous winner so long as you can demonstrate significant changes in the product. For instance if you have redesigned your Web site provide "before" and "after" pictures (PDFs) or if you have redesigned your newsletter or annual report or there are significant changes then provide examples of demonstrated changes.
8. Entry forms must be received by deadline to be considered.
9. The cost of the luncheon fee for each award recipient will be paid by the nominating agency.

Judging Criteria

1. The TNCO Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry (award recipient) will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. All agencies submitting entries will be contacted prior to the Annual Awards Luncheon whether their nominee is an award recipient.



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Business of the Year

The nominee for this award must support and participate in your vocational/employment program.

Example: The business has awarded contracts to your agency, hired agency service recipients as employees, and/or taken extraordinary action to provide work for individuals with disabilities would be examples of their support. *Please see Rule #3, #4 and #7.*

Name of Business: _____

Service Recipients: _____

Explain why this business should be chosen as the recipient of the year (*please print or type*):



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Community Leader of the Year

The nominee for this award will be selected for their outstanding dedication and contribution to the improvement and expansion of community services for persons with disabilities.

Examples (but not limited to the following): County/City Officials, Other Non-Profit Leaders, Agency Board Members, Pastor, Etc. *Please see Rule #3, #4 and #7.*

Name of Community Leader: _____

Explain why this community leader should be chosen as the recipient of the year (*please print or type*):



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Volunteer of the Year

The nominee for this award must be a volunteer in your community who has demonstrated dedication to the mission and service of the nominating agency.

Examples of his/her commitment would be service on the member agency’s Board, leadership in fundraising, actual work on a major project or multiple projects at the agency, or supportive work with or on behalf of agency service recipients. *Please see Rule #3, #4 and #7.*

Name of Volunteer: _____

Service Recipients: _____

Explain why this volunteer should be chosen as the recipient of the year (*please print or type*):



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Lifetime Achievement

The nominees for this award must be **RETIRED** and have shown a long-term commitment specifically to the advancement of the field of Intellectual and Developmental Disabilities or for TNCO. This should be someone that exemplified compassion, initiative, ingenuity, creativity, and professionalism. Success stories are encouraged as examples of why the nominee is outstanding.

Please see Rule #3, #4 and #7.

Name of Nominee: _____

Year of Retirement: _____

Explain why this nominee should be chosen as the recipient of the year *(please print or type)*:



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John Henry Family Award

The nominee for this award must be a family member of a Service Recipient of services provided by a TNCO member Agency. This is a family member who supports the member Agency with their time and/or resources, or is active in the community in supporting the Agency’s goals and initiatives, which generates effective community support for the member agency. *Please see Rule #3, #4 and #7.*

Name of Nominee: _____

Explain why this nominee should be chosen as the recipient of the year *(please print or type)*:



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Community Outreach Award

Two (2) awards will be presented, one to a large agency and one to a small agency.

This award promotes the value of outreach in community awareness.

The criteria of this award is based on the merit of different styles of media: publications, website, fundraising/public relations. **Please include samples/supporting documents.** Please see Rule #7.

Name of Entry: _____

- Category: Large Agency (Annual revenue of \$4 Million and above)
 Small Agency (Annual revenue below \$4 million)

Explain why this entry should be chosen as the recipient of the year (please print or type):



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Outstanding DSP *(Each Regional winner will receive a \$100 monetary award)*

The nominees for this award must be individuals who have provided exemplary support services during the past 12 months to one or more clients. The nominee should be compassionate and have exhibited initiative, ingenuity, creativity, and professionalism. Success stories are encouraged as examples of why the nominee is an outstanding direct support professional. This award requires a minimum of two years experience in the community provider network. This is a regional award meaning that as many as three (one per region) may be selected as recipients. If your agency provides services in more than one region, you may nominate an individual from each region. **Services provided eligible include: DIDD, CHOICES, and ECF**
Please see Rules #3, #4 and #7.

Name of Nominee: _____

Region: West Middle East

Explain why this nominee should be chosen as one of the recipients of the year *(please print or type)*:



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Outstanding Manager *(Each Regional winner will receive a \$100 monetary award)*

The nominees for this award must be a manager who has exhibited outstanding leadership qualities including but not limited to staff development, retention, and services centered on people served. Candidates should possess zeal and enthusiasm in delivering the mission of their provider organization, which would be reflected in the overall team approach. The nominees should be compassionate and have exhibited integrity, initiative, ingenuity, creativity, and professionalism. Executive Directors and DSPs are not eligible for this award. Success stories are encouraged as examples of why the nominee is an outstanding manager. This is a regional award meaning that as many as three (one per region) may be selected as recipients. If your agency provides services in more than one region, you may nominate an individual from each region. *Please see Rules #3, #4 and #7.*

Name of Nominee: _____

Region: West Middle East

Explain why this nominee should be chosen as one of the recipients of the year *(please print or type)*:



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Individual Achievement

The nominees for this award must be people receiving services and/or supports from a TNCO member agency that have made outstanding progress toward achieving their personal goals in the community. Goals could relate to any area of one's life such as work, housing, recreation, personal relationships, and/or living skills. This is a regional award meaning that as many as three (one per region) may be selected as recipients. If your agency provides services in more than one region, you may nominate an individual from each region. **Services provided eligible include: DIDD, CHOICES, and ECF.** *Please see Rules #3, #4 and #7.*

Name of Nominee: _____

Region: West Middle East

Explain why this nominee should be chosen as one of the recipients of the year *(please print or type)*:



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Oops! 2017

What's an awards ceremony without some humor! We are looking for the zaniest blunder of the year. Nominees can be fellow TNCO members, non-members, state officials/employees or anyone delivering services or working in the field of intellectual disabilities in Tennessee. Why does your nominee deserve this award? Tell the story that makes us laugh the most. This is the only award that is judged by the TNCO Membership Committee.

Name of Nominee: _____

Explain why this nominee should be chosen as the recipient of the year (*please print or type*):



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Additional Writing Space

Award Name: _____

Nominee's Name: _____



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Photo Release

Please print the following:

I, _____, give Tennessee Community Organizations (TNCO) permission to reproduce and use photos of me on its web site and in its newsletters, digital presentations and public relations releases.

Signature: _____

If the person above has a guardian, Tennessee law requires that the conservator/guardian agree to the publishing or posting of any photos of the individual. By signing below, the guardian/conservator is giving his/her permission for electronic and print publication of photos of his/her charge.

Conservator's/Guardian's Name (please print): _____

Conservator's/Guardian's Signature: _____

Date: _____