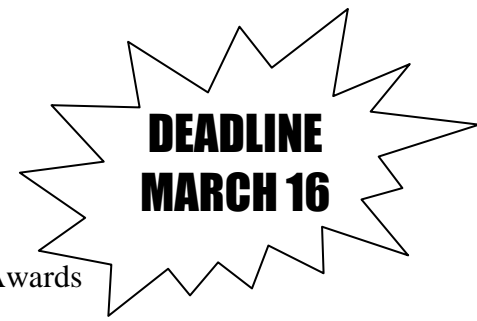


New Jersey Hospice and
Palliative Care Organization
Fifteenth Annual Awards Program



Nominees are sought for the NJHPCO Spirit of Hospice Awards
and NJHPCO Hospice Team Awards.

Entries must be received by **close of business Friday, March 16, 2012.**

SPIRIT OF HOSPICE AWARDS - recognize outstanding support of hospice in six categories. Please see the entry form for categories. Nominations may be made by anyone. Nominees should receive endorsement by an NJHPCO Provider Member.

HOSPICE TEAM AWARDS - will recognize professionals and volunteers in 16 categories. Please see the entry form for categories. Nominees must receive endorsement of the hospice director (see "Signatures," below). Nominees must be an employee, volunteer or contractor of an NJHPCO Provider Member.

RESPONSIBILITIES OF AWARD WINNERS - NJHPCO asks that award winners be present at the 15th Annual Spirit of Hospice Awards Dinner on Wednesday evening, June 6, 2012 at the Sheraton Eatontown Hotel. The dinner includes a Commemorative Program containing congratulatory advertisements -- nominators will receive forms for ads.

JUDGING: Judging will be done by teams of persons knowledgeable about and/or supportive of hospice. Panels will be named by the NJHPCO Awards Chairperson and NJHPCO President. Judging panels will be geographically diverse. No one will judge a category that includes a nominee from an agency with whom the judge is associated. Judging panels may withhold any award in any given year. The judges may choose to modify a category or create new award categories for any given year based on the content of the entries.

SCHEDULE: All entries must be received by NJHPCO by **5 p.m. on Friday, March 16, 2012.** Entries being sent by first-class mail should therefore be postmarked no later than Wednesday, March 14, 2012. Winners will be notified on or about April 20. Non-winners will be notified after that date.

SIGNATURES: Nomination Forms for Hospice Team Awards must be signed by the Hospice Director of the Provider Member with which the nominee is associated, except that nominations of administrators (category HT-1) may come from (and be signed by) core members of the hospice team or administrators in other hospice agencies who seek to recognize a fellow administrator as a peer leader.

ENTRY PREPARATION

Entries will contain three components: (1) A signed Nomination Form, (2) A signed Letter of Nomination, and (3) Support materials. Letters of support should be dated and signed. Judges tend to give greater weight to support materials from the past two years or so. **If available, please include the nominee's resume or curriculum vitae within your support materials.**

- ❖ Prepare the entry using **only unfolded sheets of 8½" x 11" white copier paper**. Information should appear on only **one side of each sheet**. ALL components of the nomination must be contained on the 8½" x 11" sheets.
- ❖ **Do** use a paperclip or binder clip. Do not place pages in looseleaf binders, plastic covers or comb binders.
- ❖ **Do not use staples.** Do not fold pages.
- ❖ The first page of each entry must be the signed original of the Nomination Form. Do not create cover sheets.
- ❖ Do not send entries to NJHPCO by fax. (You may, however, include letters of support that were faxed to you within the entry you mail or deliver to NJHPCO.)
- ❖ Send entries so they are received at NJHPCO by **5 p.m., Friday, March 16, 2012.**

New Jersey Hospice and Palliative Care Organization Fifteenth Annual Awards Program - Nomination Form

NOMINEE:

Name _____ Degree(s) _____

Title (if appropriate) _____

Organization _____

Nominee's Address _____

Nominee's Telephone (_____) _____ Fax (_____) _____

Category:

SPIRIT OF HOSPICE AWARDS

- SH-1: Attending Physician
- SH-2: Corporation
- SH-3: Funeral Director
- SH-4: State-Level Leader (government official, statewide civic group, statewide news media, etc.)
- SH-5: Community Leader (hospice board member, clergy, civic group, fundraiser, local news media, etc.)
- SH-6: Small Business

HOSPICE TEAM AWARDS

- HT-1: Hospice Director
- HT-2: Hospice Medical Director
- HT-3: Hospice Support Staff Member
- HT-4: Hospice Pharmacist
- HT-5: Hospice Clinical Care Director
- HT-6: Hospice Nurse
- HT-7: Hospice On-Call Nurse
- HT-8: Hospice LPN
- HT-9: Hospice Home Health Aide
- HT-10: Hospice Social Worker
- HT-11: Hospice Spiritual Caregiver
- HT-12: Hospice Volunteer Coordinator
- HT-13: Hospice Bereavement Staff
- HT-14: Other Hospice Manager/Supervisor
- HT-15: Other Hospice Employee (non-managerial)
- HT-16: Hospice Volunteer

**PLEASE SEE
NEXT PAGE
FOR
INFORMATION
ON SUPPORT
MATERIAL.**

NOMINATOR:

Name _____ Degree(s) _____

Title _____

Organization _____

Organization Address _____

Nominator's Telephone (_____) _____ Fax(_____) _____

Signature: _____

(For categories HT-2 through HT-16, this must be the Hospice Director.)

All entries must include:

- ❖ This Nomination Form, signed
- ❖ Letter of Nomination (two-page maximum)
- ❖ Support Material

All entries and related material must arrive by 5 p.m., Friday, March 16, 2012 at:
**NJHPCO, 175 Glenside Avenue,
Scotch Plains, NJ 07076.**
This form may be photocopied for multiple entries.

NJHPCO SPIRIT OF HOSPICE AND HOSPICE TEAM AWARDS INFORMATION ON SUPPORT MATERIAL

RESUME -- Please include the nominee's resume if at all possible. For physicians, please indicate all hospitals at which the physician has privileges.

LETTERS OF SUPPORT – Letters of support will strengthen your nominations. Depending on the category, the letters might explain how the nominee demonstrates high professional practices, works well with the team and advocates for hospice in the community. A few heartfelt letters *telling meaningful stories of service* are sufficient. We encourage submission of no more than five letters, but **support letters are very important – they are almost always a deciding factor in the judges' decision.**

THE LETTER OF NOMINATION should give one or two **specific examples of a unique or special thing this person has done** to be worthy of the award.

HELPFUL INFORMATION – Judges have often asked specific questions about candidates. Including answers to the following may improve your chances of winning:

- How long has this person worked at or with your hospice?
- How many total years has this person worked at or with your hospice?
- Has this person received other awards or recognitions recently?

REMEMBER THESE RULES FOR PREPARING ENTRIES!

Entries will contain three components: (1) A signed Nomination Form, (2) A signed Letter of Nomination, and (3) Support materials. **If available, please include the nominee's resume or curriculum vitae within your support materials.**

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