



## Spotlight on Excellence Awards 2019 Nomination Form

**IMPORTANT \* Required Information**

(2) Nomination Letters and (1) high quality photo **MUST** accompany this application or the nomination will not be accepted. **Please do not list the nominee's name on the nomination letters or on the question sheet.**

**All nominations are due no later than 5pm on August 9<sup>th</sup>, 2019**

Categories \_\_\_\_\_

- Activities ♦ Assisted Living Caregiver ♦ Assisted Living Residence Administrator ♦ Business Management  
 Certified Nursing Assistant ♦ Dietary Staff ♦ Environmental ♦ Health Information Management ♦ Nurse  
 Nursing Administration ♦ Nursing Home Administrator ♦ Social Services ♦ Therapy ♦ Partners in Quality

<b>Nomination Category *</b>	<i>Choose a category</i>
<b>Nominee *</b>	
<b>Job Title *</b>	
<b>Facility *</b>	
<b>Contact Person (Person submitting the form) *</b>	
<b>Facility Address *</b>	
<b>Phone Number *</b>	
<b>Email *</b>	

**Questions**

<p><b>1. Describe what the nominee does above and beyond to promote and enhance the quality of life for the residents of your facility. *</b> (100 words or less)</p>	
<p><b>2. Describe how the nominee goes above and beyond to enhance overall operations in the facility and throughout the community. *</b> (100 words or less)</p>	
<p><b>3. Paint a word picture to describe why your nominee should be a "Spotlight on Excellence" winner. *</b> <i>The following information may be included in your answer:</i></p> <ul style="list-style-type: none"> <li>• <i>How has the nominee demonstrated leadership among other staff?</i></li> <li>• <i>How does the nominee go beyond normal duties to make the residents feel at home in the facility?</i></li> <li>• <i>List interpersonal skills that the nominee possesses that are most admired by other staff. (I.e. sincerity, helpfulness, ability to listen, ability to relate to a variety of people, talking with family members, etc.)</i></li> <li>• <i>Does the nominee participate in activities outside of the facility that enhance their job performance? If so, please give an example.</i></li> </ul> <p>(100 words or less)</p>	
<p><b>4. Please describe any other attributes of this individual that explain why they should receive the "Spotlight on Excellence" award recognition. *</b> (100 words or less)</p>	

**NEXT STEP:**

**Fill Out both nomination letters on the next page**

## Sample Letter

May 18, 2019

To Whom It May Concern:

How many times have you heard someone say, "She is the sweetest person that I have ever met?" Well, when I speak those words about XXXXX XXXXX, it is for real. She has the quiet strength of Samson from the Bible and a smile that will melt anyone's heart. One night I was sitting down at the nurses station charting and began to hear someone humming a very soothing tune, it was XXXXX. She is always smiling and singing while she is performing her duties. She has a smile that brightens the entire facility. If we all could catch some of the rays that her personality gives off, it would be so bright that her XXXXX town in South Africa would know it was about she who had brightened the day. When I learned that she had a book called XXXX's Song that was about her, I wanted to read it. Once I started reading her memoirs', I couldn't put it down. Through all the many struggles and challenges that life brought upon her, she is still standing. I could not imagine all the struggles that she had to endure, yet she has the gentle touch when it comes to her caring for her residents. She likes to write poetry and is there to listen to you when you need someone to talk to. We often talk about our decorating ideas, but her true desire is to become a nurse. I have no doubt that one day she will be the best nurse in the world. William Feather said, "Success seems to be largely a matter of hanging on after others has let go." XXXX is without a doubt a true inspiration to all and I am glad to be her friend and coworker.

Sincerely,

Robert Example  
Director of Nursing  
Loving Care Rehabilitation and Care Center

May 2, 2019

To Whom It May Concern:

Sincerely,

Your Name

Title

Company

May 2, 2018

To Whom It May Concern:

Sincerely,

Your Name

Title

Company