

Hearts & Hands nomination form

Eligibility. The LFSVA Hearts & Hands Awards will be given to a youth or adult member of a Lutheran church. Employees of Lutheran Family Services of Virginia are not eligible.

Criteria. Nominees may be honored for their work in either a paid or volunteer capacity. The nomination may be for a specific project or for achievement over time. Nominations using either approach must show the nominee's excellence in at least one of the following categories:

- outstanding service to their church or civic community
- a history of advocacy that leads to positive change
- dedication to improving services to children and families
- commitment to collective effort by engaging others (neighbors, church members, family members, colleagues, other agencies, business) to work toward a common goal

Nomination process. You may nominate more than one candidate, but each nomination requires a separate form. The nomination form may be photocopied. All entries must be filled out completely, typewritten or computer-generated and delivered to Lutheran Family Services of Virginia, 2609 McVitty Road, Roanoke, VA 24018, by 5 p.m. Monday, March 19, 2018. Emailed nominations may be sent to Debbie Steele, dstele@lfsva.org. Faxed nominations will not be accepted.

Questions? Please contact Ellen Bushman (ebushman@lfsva.org, 757.722.4707, ext. 1302) or Debbie Steele (dstele@lfsva.org, 540.774.7100, ext. 1009).

PART A

Nominee name: _____

Mailing address: _____

City, State, Zip code: _____

Telephone number: _____

E-mail: _____

Is the nominee aware of the nomination? _____ Yes _____ No

Summary: Please provide a brief summary (50 words maximum) of the nominee's award-worthy activities:

Celebrating 130 years of service 1888-2018

Nominator Name: _____
(Include title and organization, if appropriate)

Mailing address: _____

City, State, Zip code: _____

Telephone number: _____ E-mail: _____
(This will be used to acknowledge the receipt of your nomination.)

Nominator's relationship to the nominee: _____

PART B

Verification: In order to qualify, the nominee must have at least two references who may be contacted to verify the scope and extent of the nominee's activities. References should be familiar with the volunteer service activities of the nominee and should not be the nominator or related to the nominee.

Reference #1

Name: _____
(Include title and organization, if appropriate)

Mailing address: _____

City, State, Zip code: _____

Telephone number: _____ E-mail: _____

Reference #2

Name: _____
(Include title and organization, if appropriate)

Mailing address: _____

City, State, Zip code: _____

Telephone number: _____ E-mail: _____

PART C

The Lutheran community is blessed with many tireless workers who deserve recognition, and the task of our judges will be difficult. In awards of this nature, a well-crafted response that captures the dedication and passion of the nominee can make a difference. Please review the criteria for the award for which you are making this nomination and answer the following questions in the order given.

PLEASE NOTE: In addition to the space provided on the form, **you may submit up to three double-spaced, single sided 8 ½ x 11 pages for answering the questions below and up to three single-sided 8 ½ x 11 pages of supplementary information** such as newspaper articles, programs materials, or letters of support. You may reduce the size of the items you wish to submit to fit more than one on a page, but they must be legible.

How did the nominee become involved in the work for which he or she is being nominated and why is it important to the nominee?

Please describe in full the kind of service performed by the nominee, how the effort stood out from similar efforts and how it contributed to positive change.

How did the project or activities engage others in a collective effort to work toward a common goal?

What else can you tell us about this nominee and the work he or she has accomplished that is related to this nomination?

I certify that the above information is true.

Signature: _____ Date: _____