

TAHV PAST PRESIDENTS' AWARDS OF EXCELLENCE

PRESENTED IN THE FOLLOWING CATEGORIES

1. Outstanding achievement in Hospital/Hospice In-service. This award recognizes an on-going project benefiting patients, families, or staff of the hospital or health care facility.
2. Outstanding achievement in Community Service. This award recognizes an effective outreach program designated to serve a specific need of the community.
3. Outstanding achievements in Fundraising. This award recognizes an innovative and well-executed fundraising project. The method is as important as the amount raised.

GENERAL RULES FOR ENTERING COMPETITION

1. Awards of Excellence entries are to be submitted to:
Stephen Apple
2819 Rainforest Court
Southlake, Tx 76092

Receipt of your entry will be acknowledged.
2. The deadline for receipt of these submissions is April 24, 2019. NO EXCEPTIONS TO THIS DEADLINE WILL BE ALLOWED.
3. The project entered must have been implemented no more than TEN YEARS PRIOR to the entry deadline.
4. Any Auxiliary/Healthcare Volunteer Organization entering the competition must be a TAHV member in good standing.
5. All questions on the DESCRIPTION OF ENTRY FORM must be answered within the 5-part format described.

6. Only ONE entry may be submitted by each Auxiliary/Healthcare group. Only one trophy will be presented per category.
7. Any entry that does not meet ALL THE REQUIREMENTS will not be considered for judging.
8. Winners will be announced at the 2019 TAHV Convention in Frisco.
9. Judges may decide not to present an award in each category.

JUDGING CRITERIA

Judging will be done by two TAHV Past Presidents and two community leaders to be appointed each year by the current TAHV President. Judges cannot succeed themselves. The evaluation of each entry will be based on the responses to the DESCRIPTION OF ENTRY form questions. Each entry, within each category, will be evaluated against the same criteria. Entries will be judged on a 10-point scale from 1 (lowest score) to 10 (highest score).

1. How well the project meets its stated objectives.
2. How well the goals of the project are defined.
3. The value of the project to the hospital, hospice or community.
4. Innovation and creativity involved in the use of volunteers.
5. Organizational skills demonstrated in the development and implementation of the project.
6. The overall quality, clarity, neatness and organization of the entry presentation.

ENTRY PREPARATION

1. Entry text must be double spaced on 8 1/2" x 11" white paper.
2. Parts 2,3,4 and 5 are not to exceed five pages for EACH PART.
3. Pages must be numbered.
4. Exhibits such as posters and photographs must fit the 8 1/2"x11" format, and may be reduced and/or copied. If exhibits are smaller, they may be mounted on 8 1/2" x 11" white paper.
5. The entry must be secured in a folder with brads.

DESCRIPTION OF ENTRY (5 PARTS)

Part 1	Identification
Part 2	Description of Project
Part 3	Implementation of Project
Part 4	Evaluation of Project
Part 5	Exhibits

PART 1 – IDENTIFICATION (Please include the following information on the first page of the entry.)

- Category of Project
- Title of Project
- Date Project was implemented
- Name of Hospital/Healthcare Facility
- Number of Licensed Beds
- Hospital/Healthcare Facility Address
- Hospital/Healthcare Facility Phone, Fax, Email
- Auxiliary/Volunteer Organization Name
- Auxiliary/Volunteer Organization Address
- Auxiliary/Volunteer Organization Phone, Fax, Email
- Auxiliary/Volunteer Organization President
- Membership Size of Auxiliary/Volunteer Organization
- Number of Active Members

PART 2 – DESCRIPTION OF PROJECT (Please include the answers to ALL of the following questions in NO MORE THAN FIVE (5) PAGES.

- What are the goals and objectives of the project?
- How was the need for the project identified?
- How was the project designed to address this need?
- Describe in detail the steps taken to plan this project?
- Who was involved in the planning process, and what were their specific responsibilities?
- Include any additional information you consider important in describing the project.

PART 3 – IMPLEMENTATION OF PROJECT (Please include answers to ALL of the following questions in NO MORE THAN FIVE (5) PAGES.

- Describe in detail how the project was implemented and by whom.
- If the project is ongoing, describe the steps taken to maintain the project.
- How many members of your Auxiliary/Healthcare Organization are involved in the project, and what are their roles?
- How were volunteers recruited to participate in the project?
- Provide an estimate of total volunteer hours devoted to this project. Indicate if this is based on daily, weekly, or monthly totals.
- Are members of the community, hospital staff or administration involved? If so, give details.
- Does this project have a budget? If so, how are funds spent and what is the source of the funds?
- How was the project publicized?
- Include any other information you consider important to the implementation of the project.

PART 4 – EVALUATION OF PROJECT (Please include answers to ALL of the following questions in NO MORE THAN FIVE (5) PAGES.

- Give specific results of the project, showing how objectives were met.
- How does the program support the mission of your hospital/healthcare facility?
- What is/was the impact of this program on your hospital/healthcare facility or community? Give specific examples.
- Include any additional information or comments about the project that you consider important.
- What makes this program exceptional and deserving of the TAHV Past President's Award of Excellence?

PART 5 – EXHIBITS

- Please submit examples of materials used in this project. Use a separate page for each exhibit. These materials might include brochures, letters, photos, posters, newspaper articles and record keeping forms. They may be copies and/or reduced and must fit within the 8 ½ x 11" white paper requirement. The Exhibit Section MAY NOT EXCEED FIVE (5) PAGES.

THE TAHV PAST PRESIDENTS' AWARDS OF EXCELLENCE ARE NAMED IN HONOR OF ALL PAST PRESIDENTS OF THE TEXAS ASSOCIATION OF HEALTHCARE VOLUNTEERS.

