



To: Arizona ALFA Members

From: Arizona ALFA Award's Nomination Committee Chairperson, Jane Keys

Subject: **Arizona ALFA's 2021 Spring Conference Shining Star Award Nominations**

It's time to submit your nominations for the Arizona ALFA's 2021 Shining Star Awards! This is a chance to RECOGNIZE those that go the extra mile to improve the quality of life for their residents, and the quality of work environment for their co-workers. The Shining Star Award Nominations provides you with a platform to showcase your community/business "Shining Star" and share that appreciation in an environment of peers.

Enclosed are the nomination forms for the 2021 Shining Star Awards. There are three (3) award categories: Executive Director of the Year; Caregiver of the Year; Team Member of the Year.

We encourage you to share the information in this packet with your staff and residents to ensure that everyone has a chance to be recognized. You may nominate different people with varying roles. Staff that work for an Arizona ALFA member are eligible to win an award as long as they meet the award criteria (*Please see the "Awards Categories & Definitions" sheet included in this packet*).

Honor those who go the extra mile ~ Show them how much they are appreciated!



Arizona ALFA Shining Star Award

Executive Director

Spring 2021 Nomination Guidelines

Deadline: March 12, 2021

Arizona ALFA members continue to set the standards of excellence, demonstrating superior achievements and delivering outstanding care to residents in Assisted Living communities. We are pleased to announce the Call for Submissions for Arizona ALFA's *Shining Star Award – Executive Director* (must be a licensed assisted living manager), recognizing an exceptional assisted living executive director at the 2021 Spring Conference Shining Star Awards Luncheon Ceremony, April 21, 2021, sponsored by Hospice of the West.

Description:

This award shall be presented to an exceptional executive director that has demonstrated through words, action and deeds an exceptional commitment to those entrusted to his/her care.

Award Highlights:

The honoree will be announced and recognized at Arizona ALFA's 2021 Spring Conference and will be featured on the Arizona ALFA website. A press release, narrated video and/ or photos will be provided to the award winner company/community.

To Participate:

Complete and submit the Shining Star Award – Executive Director nomination sheet and letter no later than March 12, 2021. If your nominee is selected for the award, Arizona ALFA will contact the person(s) identified in the "Submitted by" line item on the nomination form.

All entries MUST be received no later than March 12, 2021

Please advise that Arizona ALFA along with Hospice of the West will be coming to your community to film the award being presented to the winning nominee.



Arizona ALFA Shining Star Award Executive Director

Deadline: March 12, 2021

Nominee for the Award: _____

Community: _____

Title: _____

Submitted by _____

Your Title: _____

Your Phone: _____ Your Email: _____

How long has the nominee worked for your company? _____

How long has the nominee worked in Assisted Living? _____

Consent (please initial): _____ I agree to the terms below:

Should the nominee be selected to receive the award, I agree to provide a minimum of 5 high- resolution, landscape-oriented photographs reflective of items mentioned in the nomination letter within 1 week of notification that your nominee was selected. It is suggested that once you submit the nomination form, photos of the nominee be submitted in the anticipation of acceptance.

Entry Format

Please submit a letter of nomination and share the reasons you believe this person is deserving of the title *Shining Star – Executive Director*. Please provide examples of and information regarding:

- Accomplishments **above and beyond** his/her day-to-day job responsibilities that demonstrate an exceptional commitment
- Actions taken or attitudes displayed that **enhance quality of life for residents and staff**
- Ways in which this person has been a **positive influence** on residents or fellow staff members
- What you consider to be the greatest **wow factor(s)** regarding this person
- **Anything else** you'd like to share about this person, including additional letters of support.

Email the nomination form, letters of recommendation (Word or PDF) nominee photos (JPG) and any supplemental materials to Mariah Ortiz via email: mortiz@azalfa.org