SUBJECT: AUXILIARY OF THE YEAR AND OTHER SPECIAL AWARDS

DATE: October 6, 2014

POLICY: The Hannibal Regional Hospital Auxiliary shall select an Auxilian of the Year and volunteers to receive other special awards on an annual basis.

PURPOSE: To select an Auxilian of the Year and recognize volunteers with special awards.

ADMINISTRATIVE RESPONSIBILITY:

The Hannibal Regional Hospital Auxiliary President, Vice President and Director of Volunteer Services shall be responsible for the selection and recognition process.

GENERAL STATEMENTS:

1. Based on nominations received by the general membership of the hospital Auxiliary, individual volunteers will be selected on an annual basis by the Auxiliary President, Vice President and Director of Volunteer Services for awards in the following categories:
   - Auxilian of the Year;
   - Special Recognition;
   - Honorary Membership;
   - Outstanding New Volunteer;
   - Outstanding Contribution to a New Program; and
   - President’s Call to Service Award.

2. The process for nomination submissions shall include the following:
   - Nomination forms will be distributed with the December newsletter.
   - Completed nomination forms are due back to the Director of Volunteer Services by January 15th.
   - The Director of Volunteer Services will compile the nominations for review by the President and Vice President.
   - Final selections for volunteers receiving awards will be determined by the President, Vice President and Director of Volunteer Services.
• Volunteers selected to receive recognition will be confidentially disclosed prior to general announcement to the President and Chief Executive Officer of the Foundation.
• Award winners will be announced in April at the Awards Luncheon.
• Recipients of awards will receive flowers, pins and certificates appropriate to their award.

3. The President and Vice President will not be eligible for any awards during their terms of service.

AWARD ELIGIBILITY REQUIREMENTS:
Volunteers receiving recognition shall be chosen on the basis of the following:
• Commitment;
• Dedication;
• Outstanding Service; and
• Consideration of hours of service during previous year.

Auxilian of the Year
Leadership, attitude, dependability, hours and dedication over their years of service should be considered for this nomination.
• Only one person will be chosen as Auxilian of the Year.
• Any previous Auxilian of the Year shall not be considered for that honor again, but may be considered for Special Recognition.

Special Recognition
Special Recognition shall be given based on commitment, dedication, outstanding service and hours over the past year.
• Special Recognition will be awarded to a minimum of three and maximum of six Auxilians per year.
• Auxilians may receive Special Recognition more than once and Special Recognition recipients may be considered for Auxilian of the Year.

Honorary Membership
Honorary Membership will be determined by considering the following criteria:
• Having been a member consistently for five years.
• Having been an active participant during recent years in any of the following areas: volunteering, supporting special projects and attending luncheons.
• Nursing home/homebound members shall be personally contacted to determine if the individual wishes to maintain membership.
• Recipients will receive a complimentary lifetime membership.

Outstanding New Volunteer
This award is reserved for new volunteers who begin their first year with contributions in more than one area and give a total of over 50 hours of service. The individual must demonstrate dedication, enthusiasm and uphold the RISE values.
**Outstanding Contribution to a New Program**
This award was created to honor those who have been instrumental in helping develop programs that directly impact the healthcare system.

**President’s Call to Service Award**
The President’s Council on Service and Civic Participation (the Council) was established in 2003 to recognize the valuable contributions volunteers are making in our communities and encourage more people to serve. The Council created the President’s Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service. The program continues as an initiative of the Corporation for National and Community Service (CNCS). Nominated volunteers must have over 4,000 hours or more of volunteer service (over a lifetime).

**CONFIDENTIALITY POLICY OF HANNIBAL REGIONAL HOSPITAL:**
All matters pertaining to patients and patient care are strictly confidential. Said matters are discussed with appropriate health team members only when necessary to facilitate professional physical, social, emotional, or spiritual care of the patient. Non-adherence to this policy will result in immediate termination.

_Nancy K. Cruze_
President
Hannibal Regional Hospital Auxiliary

Reviewed and revised:
Replaces:
Reference: Award Nomination Form
Award Nomination Form

Nominations may be submitted by any member of the HRH Auxiliary. These awards will be given out during the Annual Awards Banquet held in late April to volunteers who demonstrates a high level of performance, quality customer service and adherence to mission and values of Hannibal Regional Healthcare System. Nominations are reviewed and considered by the President, Vice President and Director of Volunteer Services. The President and Vice President will not be eligible for any awards during their terms of service.

*You may include an attachment if needed.

**Auxilian of the Year:** Leadership, Attitude, dependability, hours, and dedication over their years of service should be considered for this nomination.

Name

Why does this volunteer deserve this recognition?

Describe how the nominee demonstrates excellence.

**Special Recognition:** Special Recognition will be given based on commitment, dedication, outstanding service and hours over the past year.

Name

Why does this volunteer deserve this recognition?

Describe how the nominee demonstrates excellence.

**Honorary Membership:** Volunteers that have been a member for five consecutive years and an active participant during recent years in volunteering, special projects and luncheons. They will be given an honorary lifetime membership.

Name

Why does this volunteer deserve this recognition?

Describe how the nominee demonstrates excellence.
**Outstanding New Volunteer:** This award is reserved for new volunteers who begin their first year with contributions in more than one area and give a total of over 50 hours of service. The individual must demonstrate dedication, enthusiasm and uphold the RISE values.

Name__________________________________________

Why does this volunteer deserve this recognition?

_____________________________________________________________________________________

Describe how the nominee demonstrates excellence.

_____________________________________________________________________________________

**Outstanding Contribution to a New Program:** This award was created to honor those who have been instrumental in helping develop programs that directly impact the healthcare system.

Name__________________________________________

Why does this volunteer deserve this recognition?

_____________________________________________________________________________________

Describe how the nominee demonstrates excellence.

_____________________________________________________________________________________

**Presidents Call to Service Award:** The President’s Council on Service and Civic Participation (the Council) was established in 2003 to recognize the valuable contributions volunteers are making in our communities and encourage more people to serve. The Council created the President’s Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service. The program continues as an initiative of the Corporation for National and Community Service (CNCS). Must have over 4,000 hours or more of volunteer service (over a lifetime).

Name__________________________________________

Why does this volunteer deserve this recognition?

_____________________________________________________________________________________

Describe how the nominee demonstrates excellence.

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