

# **HANCOCK COUNTY BOARD OF ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES**

## **V.I.P. AWARDS SELECTION PROCESS**

Drafted August 2013

In 1996, Mark Mueller, the Chair of the Hancock County Board of Alcohol, Drug Addiction & Mental Health Services established the V.I.P. Awards to recognize individuals and/or organizations that have demonstrated a commitment to promote the mission of the Board. Since that time, the Board has continued to acknowledge individuals and/or organizations.

Individuals and/or organizations are recognized for their work in one of three areas: Volunteer; Involvement; Professional.

Although no specific criteria must be met in order to qualify for receipt of this award, it is understood that those who are selected must have demonstrated efforts that reflect the mission, values, and goals of the Board.

The Selection Process entails the following:

1. Any individual who wishes to nominate or recognize an individual or organization for their work may do so by submitting a Nomination for Recognition Form at any time throughout the fiscal year. A permanent file/record of the Nomination for Recognition Forms will be kept at the Board office to be used during the final Selection Process. Nominations for selection will be accepted until October 31<sup>st</sup> of each year. Nominations will not be carried over from year to year.
2. Board staff will be responsible for public awareness efforts surrounding the nomination process, including posting information on the Board website. Even though nominations will be accepted throughout the year, a publicized formal Nomination Period will be open from October 1<sup>st</sup> to October 31<sup>st</sup>.
3. At the close of the Nomination Period, all Nomination for Recognition Forms will be forwarded to the Selection Committee.
4. The Board Executive Committee, along with the Board Executive Director will serve as the Selection Committee. Current Board members and current Board staff are not eligible for nomination.
5. The Selection Committee will review the Nomination for Recognition Forms. An individual or entity will be selected for each of the three areas of recognition (Volunteer, Involvement, and Professional) by a consensus of the Selection Committee. It will be at the discretion of the Selection Committee to determine if an individual or entity will be selected for each of the three categories: It is possible that there may not be a qualified candidate for one, two or all of the three categories.
6. The Award Recipients will be recognized at the January Board meeting of each year for service in the prior year.

**HANCOCK COUNTY BOARD OF ALCOHOL,  
DRUG ADDICTION & MENTAL HEALTH SERVICES**

**V.I.P. AWARDS NOMINATION FOR RECOGNITION FORM**

Drafted August 2013

DATE: \_\_\_\_\_

NAME OF INDIVIDUAL OR ORGANIZATION TO BE NOMINATED:

\_\_\_\_\_

CATEGORY OF NOMINATION:

\_\_\_\_\_ VOLUNTEER (This is an individual or organization that has volunteered their time to advance the mental health/substance abuse system in Hancock County through direct client contact; service in a governance capacity; or service in a leadership role.)

\_\_\_\_\_ INVOLVEMENT (This is an individual or organization that has made a significant contribution of time, talent or resources to the mental health/substance abuse system. This is an individual or organization that would not be typically associated with this field.)

\_\_\_\_\_ PROFESSIONAL (This is an individual who has demonstrated outstanding commitment to the mental health and/or substance abuse system.)

BRIEFLY DESCRIBE WHY YOU BELIEVE THIS INDIVIDUAL OR ORGANIZATION SHOULD RECEIVE THIS AWARD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME AND CONTACT INFORMATION FOR THE PERSON NOMINATING:

\_\_\_\_\_

**PLEASE RETURN TO THE BOARD OFFICE BY OCTOBER 31<sup>ST</sup>**