



January 9, 2012

Dear APSE Chapter Leaders & APSE Members:

It's that time of the year again when we need to start thinking about individuals, organizations and employers we would like to honor at the 23rd Annual National APSE Conference: "Employment First: A Capitol Idea!". The Conference dates are June 27-29, 2012, and the APSE Awards Committee would like everyone to get ready to celebrate at the Crystal Gateway Marriott, Arlington, Virginia.

Once again APSE would like to honor those who have excelled in the following categories:

- **Professional Award**... Individual
- **Best Practices Award** ... Organization
- **Personal Achievement Award**... Individual with a disability
- **Employer (Small) Award**... Less than 29 employees
- **Employer (Medium) Award**... 29-249 employees
- **Employer (Large) Award**... 250 or more employees
- **Wendy M. Wood Award**... Emerging leader

This year the **Rebecca McDonald Award** will be awarded by the Delegates Committee and given at the Chapter Leadership Summit. This person will also be honored at the awards luncheon.

We are paying tribute to all of the nominees at the Awards Ceremony; **the winners will be announced at the Awards Ceremony not before.** Additional information regarding the ceremony will follow.

We are looking for the **Best of the Best** in our field. Please submit nominations for one or all of the categories. **All award submissions are due by 12 noon (EST) on March 30, 2012.** If you need guidance with this process, please give us a call.

Looking forward to hearing from all of you. Thanks in advance for your cooperation.

Respectfully,
Pat Gutowski
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Vic Gable
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Beth Tetrault
804-727-8565
tet@co.henrico.va.us

Awards Committee Co-Chairs



ADVANCING EMPLOYMENT.
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APSE National Awards Nomination Directions

APSE chapters are encouraged to nominate state level award winners for national recognition using the national awards template. APSE members are encouraged to nominate other members they feel excel in any of the categories. (See Categories & Descriptions pages in this document)

To Complete the Nomination:

- Select the category in which you are submitting your nomination (see Nomination Form).
Please note: All nominees must be current APSE members with the exception of those nominated for the Personal Achievement Award and the Employer Awards.
- Type or legibly print all information on the Awards Nomination Form.
- Write a 1-3 page double spaced narrative (no longer than 3 pages) describing why the nominee is deserving of the award selected. The narrative must be an original and not a copy from previous nomination and should address the award criteria listed under the award description.
- Attach at least one individualized letter of support for your nominee. The letter of support must address the national award criteria.
- **Email to awards@apse.org OR mail completed nomination packet by no later than 12 noon (EST), March 30, 2012 to:**

**APSE Awards Nominating Committee
416 Hungerford, Suite 418
Rockville, MD 20850**

Note: Faxed nominations will not be accepted.

Completed nomination packets must be received by **March 30, 2012 by 12 noon (EST)** to be considered (faxed nominations will not be accepted). Complete nomination packets must include:

1. Completed nomination form
2. 1-3 page narrative addressing each of the national award criteria (no longer than 3 pages)
3. One individualized letter of support addressing the national award criteria

If you have questions, please contact APSE Awards Committee Co-Chairs:

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APSE National Awards Nomination Form

Select Category (check one):

- Professional Award...Individual
- Best Practices Award...Organization
- Employer Award Small...
- Employer Award Medium...
- Employer Award Large...
- Personal Achievement Award...Individual with a disability
- Wendy Wood Award...Emerging leader

Nomination Submitted By (please print clearly):

Name of APSE member submitting this nomination APSE Membership Number (must be current)

Street Address City State Zip

(_____) _____
Telephone Email

Nominee Information:

Reminder: All nominees except Personal Achievement Award & Employer Award must have a current APSE membership.

Name of Nominee APSE Membership Number (if applicable)

Street Address City State Zip

(_____) _____
Telephone Email

Send nomination form, required narrative addressing national criteria, and letter(s) of support by mail or email to APSE by 12:00 Noon EST, March 30, 2012.

**APSE
416 Hungerford Dr., Suite 418
Rockville, MD 20850
Email: awards@apse.org**

Annual APSE National Awards 2012

CATEGORIES AND DESCRIPTIONS

DEADLINE: 12 noon (EST) March 30, 2012

APSE Professional Award...Individual

Description: To recognize an individual for outstanding state-of-the-art practices and professional achievements in integrated employment as a job coach, job developer, employment specialist, or other agency personnel.

Please respond to the following criteria:

1. What specific contributions has the nominee made in the field?
2. What characteristics make the nominee outstanding in his/her position?
3. What specific achievements have the nominee made and explain why they are significant?
4. What do the individuals whom they support and employers say about this nominee's work?

APSE Best Practice Award...Organization

Description: To recognize an organization for outstanding accomplishments in promoting state-of-the-art practices in integrated employment.

Please respond to the following criteria:

1. What specific achievements has this organization made in the area of integrated employment for individuals with disabilities?
2. What changes has this organization made (internally or within their community) to advance integrated employment?
3. What activities does this organization do to promote integrated employment and build partnerships with others to advance integrated employment?
4. What do the individuals whom they support, employers, and family members say about this organization's accomplishments?

APSE Employer Award...Small, Medium, Large

Description: To recognize employers in the public and private sectors for outstanding achievements in advancing integrated employment opportunities for citizens with disabilities.

Please respond to the following criteria:

1. Describe the nominee's practices pertaining to employment for individuals with disabilities.
2. What has the nominee done to ensure that employees with disabilities are fully integrated and supported in their company's workforce?
3. What has the nominee done to encourage other employers to consider hiring candidates with disabilities?
4. What efforts has the nominee made at the local, state, and/or national level to encourage the hiring of individuals with disabilities (e.g., working with legislators, developing partnerships with VR or provider agencies, etc.)?

APSE Personal Achievement Award...Citizen with a disability

Description: To recognize an individual's personal achievement, through integrated employment or self-employment.

Please respond to the following criteria:

1. Has the nominee been employed at least 6 months?
2. Describe the type of work the nominee performs and how has s/he advanced her skills through work.
3. What specific achievements have the nominee made and explain why they are significant?

Wendy M. Wood Award...Emerging Leader

Wendy M. Wood is the founding Executive Director of APSE. To begin this organization took great vision, effort, determination and risk. To honor her contribution to this organization and to the overall field of supported employment, APSE's Board of Directors established this award.

Description: To recognize emerging leaders in developing a vision and creating action toward full inclusion of citizens with disabilities in our society.

Please respond to the following criteria:

1. Describe an activity, process, or action the emerging leader has accomplished to improve services locally that could be applied regionally or nationally.
2. Describe how the nominee inspires others and builds partnerships and support of a vision or goal.
3. Describe how the nominee:
 - **Advocates** for equitable employment and full social inclusion.
 - **Embraces** risk as part of change and constantly challenges the status quo, improvising, adapting, and overcoming obstacles to the desired outcome, whether individual employment outcomes or broader social goals.
 - **Partners** with others (employers, agencies, the community at large) to create the energy needed to continue change

All National APSE Award winners will receive a complimentary registration for the 2013 APSE National conference in Indianapolis, IN and will be asked to participate in the 2013 awards ceremony.