

National Disabilities Employment Awareness Month - October 2019 Awards Nomination Form

The contact information provided below is how our office will reach out to your nominee. Please confirm with your nominee that the information is up to date to avoid any delays in receiving his/her FREE luncheon invitation.



Nomination Process - The information provided in your nomination letter is crucial for the selection process. The more details and examples you can provide, the better you help the selection committee in understanding your nomination. Please provide specific stories, examples and details about the nominee in the work place. A vague or simple letter reduces the chances of your nominee being selected. A nomination may be submitted by a professional, co-worker, supervisor, friend or family member. Only one letter is required, however multiple letters of support are welcome. Incomplete nominations or letters that do not provide the required information will not be considered.

Step # 1 – Nomination Information

2019 AWARDS - Check <u>One</u>			
<input type="checkbox"/> Employee of the Year		<input type="checkbox"/> Professional of the Year	
<input type="checkbox"/> Employer of the Year	<input type="checkbox"/> Educator of the Year	<input type="checkbox"/> Advocate of the Year	

Name of Nominee: _____

Day Phone: _____ Evening Phone: _____

Nominee Home Mailing Address: _____
Street *City* *State* *Zip*

Name of Employer / Business: _____

Supervisor or Contact person at company: _____

Submitted by: _____ Position/Title: _____

Day Phone: _____ Evening Phone: _____

Mailing Address of Nominator: _____
Street *City* *State* *Zip*

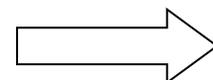
Signature: _____ Date: _____

Step # 2 – Attached required nomination letter.

- brief description of the nominee’s disability
- share how he/she has met challenges and overcome them
- share how the nominee distinguishes him/herself from others

TIP: Help your Nominee stand out to the judges!

- Answer the questions provided on PAGE 2 in your letter. Nomination letters require additional specific information for each Award Category.



All nominations are due by **Wednesday – September 25, 2019.**

(1)

Nomination Letter – REQUIRED!

- ❑ **Attach a Nomination Letter** - One letter of nomination is required. Additional letters of support are welcomed. Answer the questions provided below to help your nominee stand out to the judges.
- ★ **Employee of the Year Nomination**
In what ways has the nominee distinguished him/herself in being an employee with disabilities? Give examples of how the nominee has overcome or worked with disabilities within your company. Provide examples of how he/she has raised awareness within your company about the disabled. Please provide at least two specific examples or stories of how the nominees has been a great employee.
- ★ **Employer of the Year:**
Please describe how the Employer makes an effort to hire disabled citizens. How does this employer distinguish him/herself in the community as welcoming atmosphere for challenged workers? How long has the employer been in business? How long has the employer been employing persons with disabilities? What are procedures and sources for outreach and recruitment of employees with disabilities? Also include the total number of employees at the business and the total number of employees with disabilities.
- ★ **Advocate of the Year:**
In what ways has the nominee distinguished him/herself in being an advocate for persons with disabilities? Give examples of how the nominee has raised awareness and improved the quality of life for disabled citizens of Wilson. How has the nominee been involved in the community, projects, events or activities related to disabilities? Please provide at least two specific examples.
- ★ **Educator of the Year:**
Briefly describe the accomplishments of the nominee as it relates to promoting opportunities for students or persons with disabilities. Describe the career of the nominee. How has the nominee been involved in the community or beyond the school grounds? Please provide at least two examples of the nominee’s exceptional work and advocacy for persons with disabilities.
- ★ **Professional of the Year:**
Briefly describe the accomplishments of the nominee as it relates to promoting opportunities for students or persons with disabilities. Describe the career of the nominee. Give examples of projects, events, implementation of policy or procedures that have improved the quality of life for the disabled. Please provide at least two examples of the nominee’s exceptional work and advocacy for persons with disabilities.

All materials must be complete and typed or clearly handwritten.

Questions? Call: (252) 399-2308

Mail to: City of Wilson – Human Relations Office
Disabilities Employment Awards
P.O. Box 10
Wilson, NC 27894-0010

Drop off location:
City Hall - Downtown
104 Goldsboro Street
Fax: (252) 234-2054
TDD: (252) 399-2313

Disabilities Awards Luncheon

Thursday- October 17, 2019

12 Noon

Tickets \$15 per person

Note:

The Nominee receives
(2) complimentary tickets and
the Nominator receives (1) ticket.
Each will be notified by letter.
RSVP required by Friday, Oct. 12th

Nomination deadline: **Wednesday – September 25, 2019**