

MEMORANDUM

DATE: July 15, 2010
TO: Volunteer Coordinators
FROM: Stacey Nay, HPCAI, Director of Education
Rosy Harrington, HPCAI Peer Group Coordinator
SUBJECT: Nominating a Volunteer for Recognition at the 2010 HPCAI Fall Conference

Again this year the Honored Volunteer Recognition Ceremony will be held on the floor at Hilton Coliseum and will include lunch. Each nominated volunteer will be announced and a picture of the volunteer will be displayed on a large screen. The Ceremony and Luncheon will be held from 12:00 – 1:15 p.m. on Tuesday, November 2.

We hope that not only will you bring your Honored Volunteer to the Ceremony and lunch, but that you will bring as many of your volunteers as possible. We want to use this event not only to give special recognition to a few outstanding volunteers, but also to thank all of the wonderful hospice volunteers you count on every day.

Not only will your volunteers enjoy a special thank you, but there will be education sessions throughout the day that are of special interest to them.

Please fill out the enclosed nomination form and survey completely and accurately and return it to the HPCAI office by Friday, September 3, 2010. Nominations received after the deadline will not be accepted. The form is also on the HPCAI Web site at www.iowahospice.org.

Nominees may be individuals or teams of two. To qualify as a team, volunteers must work jointly in their work with hospice and this shared work must be a distinctive factor in their nomination. Also, ONE volunteer may serve as the representative of ALL volunteers in your hospice. ***Nomination forms including more than one nomination will be disqualified.***

Confirmed nominations will be posted on the HPCAI web site www.iowahospice.org on the “Honored Volunteers” page. Confirmation letters will not be mailed. It is the responsibility of your agency to check the web site to see that your nomination was received and confirmed. Additional details regarding the actual ceremony will also be posted on the web site.

Please note the information your agency submits on the nomination form is what is included in the Honored Volunteer Recognition Booklet presented to all conference attendees.

A reduced Conference registration fee will be available to volunteers who register before Tuesday, October 13. For honored volunteers and other volunteers attending the entire conference, the luncheon ticket is included in the conference registration fee. For volunteers who want to attend only the Ceremony and luncheon, the cost will be approximately \$25.00 per person.

Please feel free to call me at 515.243.1046 or Rosy Harrington at **515.274.3400** if you have any questions.