

Options' Annual Awards' Guidelines

Staff recognition AWARDS

Certificate of Merit Award

The certificate of merit allows staff and customers to reward *exceptional performance* in any area of service to Options. The criterion includes:

- A one year, or longer, relationship with Options
- Demonstrated outstanding dedication and commitment to people with disabilities and Options

Dan Day Employee of the Year Memorial Award

This award is for an *Options staff member* who has gone above and beyond job responsibilities to improve the quality of life for Options' customers. The individuals must meet all of the below criteria:

- Served Options for at least one year
- Excellent ratings on performance appraisal
- Demonstrated ability to work in a team
- Up-to-date with basic training requirements
- Actions contributed to customer and agency success

Customer recognition AWARDS

Optimism Award

This award honors an *individual with a disability* who maintains a positive attitude and promotes that in others. He/she always looks for the positive in every situation. The person must meet the following criteria:

- Affiliated with Options for at least six months
- Receives services from Options
- Has consistently demonstrated the qualities listed above

Community Involvement Award

The Community Involvement Award allows Options to honor an *individual with a disability* who has gone above and beyond to lend a helping hand to others and has given back to the community in which they live through volunteer service or other community participation. The criterion includes:

- Affiliated with Options for at least six months
- Receives services from Options
- Has consistently demonstrated the qualities listed above

Lois Edwards Customer of the Year Memorial Award

This award honors an *individual with a disability* who has exceeded the goals they set for themselves or gone above and beyond to support others with disabilities. The person must meet the following criteria:

- Affiliated with Options for at least six months
- Receives services from Options
- Has exceeded expectations for own goals or supporting others in their goals

Community Service AWARDS

Volunteer of the Year Award

This award recognizes *volunteers* who have done something special to facilitate community accessibility and/or has made significant contributions to the people we serve, the organization, or the community through Options. The individual must meet all of the criteria below:

- Volunteered for Options for at least six months
- Demonstrated excellence
- Has been reliable and dependable

Employer of the Year Award

This award is for a *business or an employer* that hires people with disabilities and has established an accessible environment. The winner must meet the following criteria:

- Must have employed an Options' customer for at least six months
- Provided the employee with support within the business
- Acted as a resource to Options or other businesses regarding employment of people with disabilities

Return to: Options, P.O. Box 1732, Bloomington, IN 47402 or Fax: (812) 332-1186. Copied forms are accepted.
Call (800) 875-9615 for questions or more information. **Return all forms by March 31st.**