



## SPECIAL INSTRUCTIONS FOR SENIOR COMMUNITIES

**Retirement Communities**

**Adult Family Homes**

**Adult Day Health Centers**

**Hospice**

**Assisted Living Communities**

**Skilled Nursing Facilities**

**Home Care Agencies**

**Home Health**

Everyone likes to receive a pat-on-the-back for a job well done. Employees that receive official recognition for providing a job well done get a morale boost and their employers experience reductions in staff turnover, engaged employees and happier customers. So, please make a commitment to support this event by soliciting feedback from your customers, so that we may honor and recognize the outstanding caregivers in our community.

HCPC is seeking nominations from the community for “Outstanding Caregivers.” We need the help of HCPC members to distribute the nomination forms to their residents and clients. Your residents and clients are on the receiving end of the care provided by the very caregivers HCPC seeks to recognize. We would like to hear directly from your clients, residents and their family members. We need them to tell us the stories of the difference a truly “Outstanding Caregiver” has made in their lives. We also encourage you to **get the nomination forms into the hands of the family members of your residents/clients**. They too have important stories to tell on the behalf of their loved ones.

Here are a few ways you can get the nomination form into the hands of your residents/clients & their families!

- **Attach the Nomination form to your newsletter**
- **Hand deliver the Nomination form to your residents**
- **Mail the Nomination form (& a return envelope!) to the family members of your residents**
- **Share the Nomination form on your Website and Facebook page**
- **Email the form to your customers**