



Direct Support Professional (DSP) Awards Nomination Instructions

(Note: This form version is for nominations from non-staff)

Deadline to submit: July 21, 2017

The DSP Awards will be presented at a September banquet event that is open to all DSP staff as a way to acknowledge all of the important work they perform year-round to support people with disabilities to live their lives to their fullest. We welcome nominations from family members, volunteers and professionals outside of The Arc staff. The high number of award categories is intended to highlight the array of skills and talents these staff possess. Please submit your nomination today!

1. Please complete the DSP Nomination Form as best you can. If you are submitting hand-written forms, please print legibly.
2. There are 2 ways to submit your forms:
 - Email forms to: retention@thearcbaltimore.org.
 - Mail forms to: The Arc Baltimore
Attn: Human Resources
7215 York Rd
Baltimore, MD 21212
3. Please contact Human Resources at 410-296-2272 ext. 5118, if you have any questions.



Direct Support Professional (DSP) Awards Nomination Form

Deadline to submit forms: Monday, July 21, 2017

Nominee Information:

Name of Direct Support Professional (DSP)	DSP's Position/Job Title (if known)
DSP's Primary Phone Number (if known)	Has employee been working at the Arc Baltimore for at least 6 months? ___ Yes or ___ No (if known)
DSP's Email (if known)	Nominated by (We may need to contact you): Your Name: Your Phone #: Your Email:
DSP's Immediate Supervisor (if known)	
DSP's Immediate Supervisor phone# (if known)	

Please place an **X** on **ONE** box to indicate which award this nomination is for.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Best all-around employee
<input type="checkbox"/> Most improved
<input type="checkbox"/> Most dedicated
<input type="checkbox"/> Most giving of their own time
<input type="checkbox"/> Most persevering
<input type="checkbox"/> Best attitude
<input type="checkbox"/> Most patient
<input type="checkbox"/> Best sense of humor
<input type="checkbox"/> Best driver
<input type="checkbox"/> Most effective communicator
<input type="checkbox"/> Best with family relations
<input type="checkbox"/> Most flexible | <input type="checkbox"/> Best paperwork
<input type="checkbox"/> Most organized
<input type="checkbox"/> Best with challenging situations
<input type="checkbox"/> Best with medical concerns
<input type="checkbox"/> Most helpful in transitions
<input type="checkbox"/> Most creative
<input type="checkbox"/> Most resourceful
<input type="checkbox"/> Best with financial management
<input type="checkbox"/> Most punctual
<input type="checkbox"/> Best in community engagement
<input type="checkbox"/> Best with individual supports |
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Criteria for nominations:

- Any Arc employee that has completed 6 months continuous service.
- No disciplinary action within the past 6 months.
- Demonstrates excellence in the mission, vision and core values.
- Shows reliability, positive attitude, behavior admired and valued by peers & dedication to the job.

Please note: A nomination does not guarantee an award.

Please place an **X** on **ONE** box for job titles (if known)

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> CATESSII: Catalyst Employment Support Specialist II
<input type="checkbox"/> CLA1: Community Living Asst 1
<input type="checkbox"/> CLA2: Community Living Asst 2
<input type="checkbox"/> CLA3: Community Living Asst 3
<input type="checkbox"/> CL: Floater
<input type="checkbox"/> CLA3: Lead Staff
<input type="checkbox"/> CLHSCOUS: Community Living Counselor
<input type="checkbox"/> CORESID: Co-Resident
<input type="checkbox"/> DESS1: Day Employment Support Specialist 1
<input type="checkbox"/> DESS2: Day Employment Support Specialist 2
<input type="checkbox"/> DRIVER: Driver
<input type="checkbox"/> FLSSPEC: Family Living Support Specialist
<input type="checkbox"/> JANTSUPR: Janitorial Supervisor
<input type="checkbox"/> LANMT: Landscape Maintenance Supervisor | <input type="checkbox"/> LANDPOLI: Policing Supervisor
<input type="checkbox"/> LANONE: Landscape One to One
<input type="checkbox"/> LANSCIS: Landscape Installation Supervisor
<input type="checkbox"/> POLIPW: Policing Pressure Washer
<input type="checkbox"/> PWSUPVR: Pressure Washer Supervisor
<input type="checkbox"/> PRGSS: Program Support Specialist
<input type="checkbox"/> PROJESS1: Project Search ESS 1
<input type="checkbox"/> PROJESS2: Project Search ESS 2
<input type="checkbox"/> SESS1: Supported Employment Support Specialist 1
<input type="checkbox"/> SESS2: Supported Employment Support Specialist 2
<input type="checkbox"/> SUB: Substitute
<input type="checkbox"/> SUPPSPEC: Community Living Support Specialist
<input type="checkbox"/> SUPSPLI: CL Support Specialist Live-In |
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Why do you feel this DSP deserves special recognition? What makes them outstanding? What do they do differently? How does the person(s) they support feel about them? As you type, be specific and give actual stories to support your nomination. The more detail, the better.

All nominations must be 50 words or more.

(Please Print or Type)

*Please submit **a jpeg picture** along with this nomination if you have one.

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