

**Due February 15th**

Award of Excellence – FORM 3  
Hospital Volunteers of Kansas  
Reporting Period: Previous Year January-December

1. (Name) \_\_\_\_\_ Auxiliary, District # \_\_\_\_\_ is in good standing with the Hospital Volunteers of Kansas (HVK). Dues were paid on \_\_\_\_\_, 20\_\_\_\_\_.
2. The Auxiliary Election Report (Form 1) was completed and returned to the District Coordinator & President-Elect on \_\_\_\_\_, 20\_\_\_\_\_.
3. The Member Auxiliary Information (Form 2) was given or mailed to the District Coordinator & President-Elect on \_\_\_\_\_, 20\_\_\_\_\_.
4. A written invitation was extended to the District Coordinator to attend an Auxiliary meeting or event on \_\_\_\_\_, 20\_\_\_\_\_.
5. Attach a copy of any two (2) publicity items that promote the visibility of your Auxiliary in the community (i.e. Local, Hospital, other newspaper).
6. Describe how you encourage new membership (e.g. a recruitment event, party, luncheon, meeting or community gathering where you meet potential new members). Please attach a written statement to Form 3.
7. We submitted at least one item to the Sunflower newsletter on \_\_\_\_\_, 20\_\_\_\_\_. Attach article to this form.
8. Our Auxiliary's new /updated Service Project was: (can be on-going, short term or one-time) A fundraiser for scholarships? Describe the purpose, the goal and the results. Attach a written statement to this form.
9. What has been done within your Auxiliary to promote continuity and fellowship? Tell what you do or what event you had. Attach written statement to this form and pictures if you had a tea, a party or something fun.

**Submit two copies, one for the District Coordinator and one for President-Elect, by FEBRUARY 15<sup>TH</sup>. Submissions that are received seven days past the due date will not be considered for the Gold Award.**

Requirements for Awards:

Gold: Complete all 9 items

Silver: Complete 8 items

Bronze: Complete at least 7 items

Form completed by:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

NOTE: Any requirements that cannot be met for just cause may be appealed to the HVK President. The Board of Directors will have the responsibility to review the appeal and decide if a waiver should be given.

Reminder: Three minute reports will be given at the district meeting on ANY ONE of the following: a service project, fundraising event, or a problem you had and its resolution. Include all relevant information such as number of volunteers, hours, cost, amount earned, and ideas that worked well and those that did not. Please ensure that your report can be read in three minutes.