



Association for Healthcare
Volunteer Resource Professionals

A professional membership group of the
American Hospital Association

AHVRP AWARDS – 2018 TIMELINE*

Month	Task	Date/Due
March	Distribute awards nomination info to membership	March 16-April 25
April	Distribute awards nomination info to membership	April 2
	Distribute awards nomination info to membership	April 11
	Last call, Distribute awards nomination info to membership	April 23
	Close nominations	April 25, 11:59pm(CT)
	Committee begins to review nominations	April 27-May 11, 10am
May	Committee selects winners and finalists	By May 31
	All Nominees notified of outcomes by call(Chair) and letter and email(Staff)	By May 31
	Award winners confirm attendance/ acceptance of award, video production and awards webinar	Winners respond with forms to AHVRP office beginning May 31-June 15 by email
July	Collect Award Winner info, headshots	By July 2
	Award Official Announcement Eblast/website	July 9
	Congrats letter from AHVRP 2018 President and Awards chair to Award winners and CEOs/supervisors/Chapter if a member of AHVRP affiliated chapter of Award winners – process/mail completed by Staff	By July 8
Aug	Send formal 60 day notice of Annual meeting held at conference, Sept. 30, to all members with agenda to include Awards breakfast agenda	August 1
Sept	Award winners interviewed by staff	By Sept. 4
	Present awards during AHVRP Awards Breakfast, Annual Meeting	Sept. 30, Chicago

*Times and dates subject to change