



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

Employment Security Department P.O. Box 9046 MS: 6000 Olympia, Washington 98507-9046

Olympia (360) 902-9511 Fax (360) 586-4600 Spokane (509) 482-3854

May 11, 2018

Dear Colleague,

The Governor's Committee on Disability Issues and Employment (GCDE) is celebrating its 26th anniversary of the Governor's Employer Awards Program. Governors in Washington State have a long history of recognizing Best Practices that positively shape employment opportunities for workers with disabilities. The Awards Program shines a spotlight on businesses and agencies and recognizes their efforts to recruit, hire and advance the employment of individuals with disabilities. Carolyn Blair Brown, the first recipient of the Governor's Trophy, established a legacy for those who followed. This Trophy honors an individual for their efforts to develop or influence programs, services, legislation etc. which have resulted in positive outcomes to enhance the empowerment of individuals with disabilities.

GCDE is partnering with the Washington State Business Leadership Network to host the *2018 Governor's Employer Awards Program*. We are thrilled to have assembled a robust team of leaders in the disability community and trailblazers in the business community to participate in the planning process.



The nomination deadline for this year's Awards Program is August 31, 2018. The GCDE is soliciting nominations in five categories;

- 1) **Private and Non-Profit Employers** - small, medium and large categories;
- 2) **Public Employers** - federal or governmental entities (city, county, state or municipality);
- 3) **Youth Employer** -employers supporting youth with disabilities through employment preparation and job skills training;
- 4) **Governor's Trophy in Memory of Carolyn Blair Brown** - the highest honor presented to an individual with a disability in Washington State; and
- 5) **Direct Support Professional Award** - an individual who has made significant achievements in the successful employment of persons with disabilities.

Why nominate an employer or individual?

- To acknowledge employers successfully creating inclusive work places;
- To showcase an employer's achievements and share best practices, challenging employers to continue to improve and provide more opportunities for success;

- To provide a marketing story and an opportunity to share the success with the business community; and
- To recognize someone with a disability who has made a positive difference for the disability community.

What can you do?

- Submit a nomination for someone you know or do business with and help us honor an outstanding business, employer or individual who has demonstrated a commitment to hire workers with disabilities.
- Encourage **employers** to self-nominate! They are the best resource to share their success stories and highlight the strategies used to recruit, hire, and advance workers with disabilities.
- Utilize your personal experience as job developers, job coaches and service providers and work with management, human resources and line staff to develop a comprehensive nomination packet.

Partner with us in this exciting celebration of excellence. If you have questions or need more information please contact Emily Heike at (360) 902-9440 or email at GCDEawards@esd.wa.gov.

Sincerely,

Conrad Reynoldson

Chairperson
GCDE's Awards Subcommittee



The 26th Annual
Washington State Governor's Employer
Awards Program

Nomination Packet

Who should nominate?

Employers, supervisors, vocational counselors, job developers, job coaches, stakeholders, family members, customers, advocates, and anyone interested in developing more employment opportunities for workers with disabilities, may nominate.

Who should be nominated?

- Employers who create a welcoming and inclusive workplace for employees with disabilities
- Employers who use best practices and create an adaptive work environment
- Employers who sponsor programs and activities which promote employment preparation and job skill training for youth with disabilities
- Job developers/coaches who create and sustain supported employment opportunities generating jobs
- Individuals with disabilities who make a real tangible difference in empowering individuals with disabilities in Washington State

Why nominate?

Each year the Governor's Committee on Disability Issues and Employment hosts the Governor's Employer Awards Program. This event has two main goals: to recognize the excellent work being done to improve employment opportunities for workers with disabilities and to acknowledge individuals who make positive outcomes enhancing the empowerment of individuals with disabilities. Reasons to nominate employers and individuals include:

- To shine a spotlight on organizations and individuals who make a difference in their communities
- To showcase achievements and share best practices
- To acknowledge employers who successfully create inclusive workplaces and see real results
- To acknowledge and reward work teams for their effort, creativity and sensitivity
- To recognize the excellent work being done by individuals with disabilities positively impacting the disability community
- To recognize outstanding professionals who support employees with disabilities in achieving their vocational goals and ensure inclusive opportunities

What's new this year?

Candidly there were problems with some of the support letters we received last year. This year we want to receive support letters, letters of recommendation, or news articles, only from colleagues, employers, co-workers, friends and family members. In last year's process we found support letters from nominators generally duplicated information provided elsewhere.

In addition, there are small tweaks to last year's changes: a shorter, more streamlined process; a single internet site to submit nominations and upload photos and support documents; and the ability to add to and update nominations until the "done" button is pressed.

What's the timeline?

The nomination deadline is August 31, 2018. Award recipients are recognized in a ceremony in the Fall 2018.

What are the Award Categories?

- **Public, Private and Non-Profit Employers**
honors employers for their efforts to recruit, hire and promote individuals with disabilities.
- **Youth Employer**
honors employers who support youth with disabilities through employment preparation and job skills training.
- **Direct Support Professional**
honors a job coach/developer who has made significant achievements in the successful employment of workers with disabilities.
- **Governor's Trophy in Memory of Carolyn Blair Brown**
honors an individual who has developed or influenced programs, services, legislation, etc. resulting in positive outcomes enhancing the empowerment of individuals with disabilities in Washington State.

What's in this Nomination Packet?

- | | |
|---|----------|
| ➤ Nomination Instructions & Process | Page: 3 |
| ➤ Award Nomination Templates | Page: 6 |
| ➤ "Letter to Employer Advising of Proposed Nomination" Template | Page: 17 |
| ➤ Employer "Congratulations" Form | Page: 18 |
| ➤ The Consent & Release Agreement | Page: 19 |
| ➤ A List of 2017 Governor's Award Winners | Page: 20 |

The 2018 Governor's Employer Awards – Nomination Packet

About the GCDE: The Governor's Committee on Disability Issues and Employment administers the Governor's Employer Awards Program and other activities. It provides statewide advocacy and leadership to empower the disability community to obtain equality of opportunity and maximum independence.

To request an **application in alternate formats**, please contact Emily Heike, via phone (360) 902-9440 or email: GCDEawards@esd.wa.gov.

Nomination Instructions & Process

General Requirements

- Individuals, businesses, or organizations may submit nominations for themselves or others.
- Current GCDE members and staff cannot themselves be nominees, or have nominations submitted during the same time they serve the Committee.
- Employers considered for these awards must employ workers with disabilities who are paid the Washington State minimum wage of **\$11.50** per hour or higher and eligible to receive employee benefits as other similarly situated employees.
- Previous award winners may not receive an award for the same body of work.
- Nominators are responsible for submitting accurate and complete information. Nominations should include specific detailed information about the nominee. A response to each question is required. Each response and the support materials submitted will be assigned a numerical rating by Selection Committee members.
- When submitting a nomination for these Awards, the nominees must authorize and approve the use of their name, nomination content, expressions and likeness in marketing, public relations and outreach efforts associated with the Awards program. Nominators must submit 2 photos and release forms signed by the nominee and all individuals in the photos (**see page 19**) giving us permission to use the photos in our program and marketing materials. Please include the business name and the last name of the individual(s) depicted in the file name. These materials need to be uploaded to Survey Monkey or mailed with your nomination form.
- **Please do not disclose confidential or personal information** about the nominees, especially details about medical conditions that must remain private in compliance with regulations (e.g. the Health Insurance Portability and Accountability Act - HIPAA).
- **Note:** videos **will not** be accepted as part of nomination materials.

Tips for Award Winning Nominations

- Know the intent of the award and the required nomination components. Read the questions for each award carefully. Responses should be a minimum of ½ page.
- Discuss and review your nomination with the nominee to learn all the critical

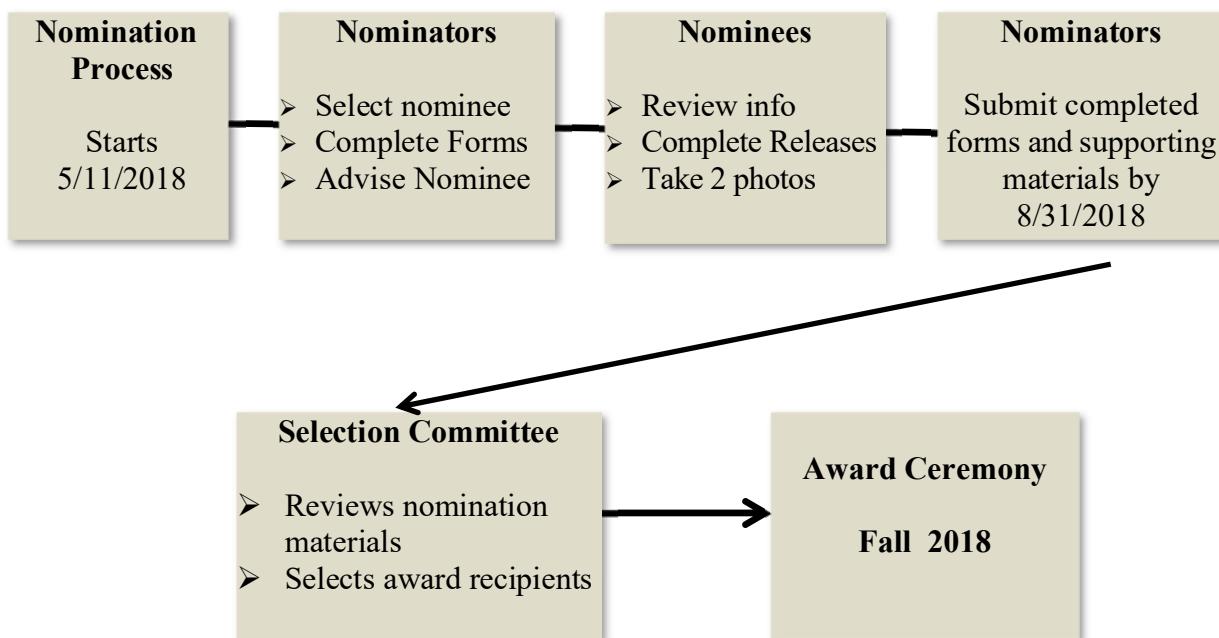
The 2018 Governor's Employer Awards – Nomination Packet

information needed for a successful nomination package.

- Solicit information from others as their insights may make your nomination stronger and more robust.
- Don't assume the Selection Committee knows your nominee — include all their accomplishments in the nomination packet.
- This is a competitive process and your nomination must stand out to be selected for these prestigious awards.
- Clearly describe the uniqueness of your nominee.
- Include several examples of how the nominee went above and beyond to create a positive, inclusive work environment or community.
- **If at first you don't succeed...resubmit!** Many excellent submissions are received annually. Consider updating your nomination, citing most recent accomplishments made over this year and resubmit.

Nomination & Submittal Process

As shown in the graphic below, with the nomination process starting on May 11, 2018, those wishing to nominate an individual or an employer should advise the nominee and fill out the nomination form. The nominee must review the information and complete the release forms. The nominator gathers the information including the supporting documents and two photos. The nomination materials must be submitted to the Governor's Employer Awards Program by August 31, 2018. A Selection Committee will review the nomination materials and select the award recipients. The Award Ceremony is targeted for the Fall 2018.



The 2018 Governor's Employer Awards – Nomination Packet

Please remember the following information:

- The nomination deadline is **August 31, 2018.**
- **Electronic nominations are preferred and should be submitted through Survey Monkey ([full URL: https://www.surveymonkey.com/r/8MDDQRF](https://www.surveymonkey.com/r/8MDDQRF))** This packet is a helpful companion to the Survey Monkey. Consider jotting down draft responses to the questions prior to completing the Survey Monkey.
- Mailed nominations must be typed or printed legibly. The mailing address is:
 - GCDE - Governor's Employer Awards Program
 - P.O. Box 9046 Olympia, WA 98507-9046
- If you have questions, need assistance or help in filling out these forms or with using the Survey Monkey, please contact Emily Heike via phone (360) 902-9440 or email: GCDEawards@esd.wa.gov.
- A confirmation email will be sent to you when your nomination has been accepted.

Selection Process

- A distinguished panel of professionals consisting of Governor's Committee Members, previous award winners and business representatives will select award recipients.
- Members of the Selection Committee will individually score and evaluate each nomination based on how well it addresses the questions for the specific award category.
- Winners in each category will be determined through a ranking system, the highest-ranking score in each category will determine the winner.
- Judging is conducted solely on the information provided in the nomination packet.
- In any given year, an award will not be bestowed in a category if the submissions are found insufficient.
- GCDE reserves the right to present more than one award per category.

Award Nomination Templates

- Governor's Employer Awards for Private and Non-Profit Employers Page 7

- Governor's Employer Awards for Public Employers Page: 9

- Governor's Youth Employer Award Page: 11

- Direct Support Professional Award Page: 13

- Governor's Trophy *in Memory of Carolyn Blair Brown* Page: 15

Governor's Employer Awards for Private and Non-Profit Employers

Private and Non-Profit Employers are recognized for their efforts to recruit, hire and promote individuals with disabilities.

- Private Employers generate revenues from the services and products they provide.
- Non-Profit Employers are registered with the state and maintain 501(c)(3) certification.

NOTE: All employers considered for these awards must pay workers with disabilities the Washington State minimum wage of **\$11.50** per hour or higher and provide employee benefits as other similarly situated employees.

Nomination

Business Name: _____

Business Address: _____

Contact Person's Name: _____

Contact Person's Phone: _____ Email: _____

Type: Private
 Non-Profit

Size: Small (25 or less employees)
 Medium (26-249 employees)
 Large (250 or more employees)

Total Number of Staff: _____ # of Staff with Disabilities: _____

Nominated by: _____ Phone Number: _____

Business Name: _____ Nominator Address: _____

Nominator Email: _____

Questions: Please include as many specific examples as possible to help demonstrate why this employer deserves to win this award. All questions must be answered for a nomination to be complete. We understand there may be overlap in the responses provided below. Each response and the support materials submitted will be assigned a numerical rating by Selection Committee members. (Please note: the online Survey Monkey numbers the questions differently.)

1. Describe the organization's most successful practices to recruit people with disabilities.
2. Describe the nominee's practices to retain and advance individuals with disabilities in their workforce and in their management teams, such as regular pay increases, additional work hours, increased work responsibilities and promotional opportunities.

The 2018 Governor's Employer Awards – Nomination Packet

3. Describe the organization's practices to involve employees with disabilities in the informal/social aspects of workplace culture, fostering natural supports and creating an inclusive environment.
 4. Describe the nominee's efforts and practices to make workplace accommodations for employees with disabilities. Some examples include: acquisition of adaptive technology or equipment, facility modifications, job sharing, providing alternate or extra supervision, special training, and collaboration with job coaches or service organizations.
 5. Feel free to add information about other programs, procedures, processes, practices, attitudes or other information about the employer that you feel is relevant to your nomination for the Governor's Employer Award.
 6. A completed nomination must include the following items to be uploaded with the electronic nomination or sent along with the typed nomination:
 - A minimum of **2 support documents**, i.e., support letters, letters of recommendation, or news articles, only from colleagues, employers, customers, co-workers, friends and family members. Support letters from nominators will not be accepted.
 - Two photos and signed release forms on page 19. Please include the business name and the last name of the individual(s) depicted in the file name.
- Note: videos **will not** be accepted as part of the nomination packet.

Award Ceremony PowerPoint Presentation

During the Award Ceremony, each nominee is introduced with a PowerPoint slide and asked to come forward to receive a certificate. Please recommend the wording to be used on the slide describing the nominee's efforts being recognized.

By submitting this nomination, I attest the information I am providing is accurate and complete. I have obtained the necessary permission and releases for the information and photos being submitted. I also understand the information I am providing may be used for local, state or national publicity.

Nominator's Signature

Date

The Nomination Deadline is **August 31, 2018**
Electronic nominations should be submitted to **[Survey Monkey](#)**
(full URL: <https://www.surveymonkey.com/r/8MDDQRF>)

Governor's Employer Award for Public Employers

Public Employers are recognized for their efforts to recruit, hire and promote individuals with disabilities.

- *Public Employers* are federal or governmental entities (Federal, State, City, County, Municipalities) whose revenues are derived from public support, i.e., taxes.

NOTE: All employers considered for these awards must pay workers with disabilities the Washington State minimum wage of **\$11.50** per hour or higher and provide employee benefits as other similarly situated employees.

Nomination

Business Name: _____

Business Address: _____

Contact Person's Name: _____

Contact Person's Phone: _____ Email: _____

Type (Federal, State, City, County, Municipalities): _____

Total Number of Staff: _____ # of Staff with Disabilities: _____

Nominated by: _____ Phone Number: _____

Business Name: _____ Nominator Address: _____

Nominator Email: _____

Questions: Please include as many specific examples as possible to help demonstrate why this employer deserves to win this award. All questions must be answered for a nomination to be complete. We understand there may be overlap in the responses provided below. Each response and the support materials submitted will be assigned a numerical rating by Selection Committee members. (Please note: the online Survey Monkey numbers the questions differently.)

1. Describe the organization's most successful practices to recruit people with disabilities.
2. Describe the nominee's practices to retain and advance individuals with disabilities in their workforce and in their management teams, such as regular pay increases, additional work hours, increased work responsibilities and promotional opportunities.
3. Describe the organization's practices to involve employees with disabilities in the informal/social aspects of workplace culture, fostering natural supports and creating an inclusive environment.

The 2018 Governor's Employer Awards – Nomination Packet

4. Describe the nominee's efforts and practices to make workplace accommodations for employees with disabilities. Some examples include: acquisition of adaptive technology or equipment, facility modifications, job sharing, providing alternate or extra supervision, special training and collaboration with job coaches or service organizations.
5. Feel free to add information about other programs, procedures, processes, practices, attitudes or other information about the employer that you feel is relevant to your nomination for the Governor's Employer Award.
6. A completed nomination must include the following items to be uploaded with the electronic nomination or sent along with the typed nomination:
 - A minimum of **2 support documents**, i.e., support letters, letters of recommendation, or news articles, only from colleagues, employers, customers, co-workers, friends and family members. Support letters from nominators will not be accepted.
 - Two photos and signed release forms on page 19. Please include the business name and the last name of the individual(s) depicted in the file name.

Note: videos **will not** be accepted as part of the nomination packet.

Award Ceremony PowerPoint Presentation

During the Award Ceremony, each nominee is introduced with a PowerPoint slide and asked to come forward to receive a certificate. Please recommend the wording to be used on the slide describing the nominee's efforts being recognized.

By submitting this nomination, I attest the information I am providing is accurate and complete. I have obtained the necessary permission and releases for the information and photos being submitted. I also understand the information I am providing may be used for local, state or national publicity.

Nominator's Signature

Date

The Nomination Deadline is **August 31, 2018**
Electronic nominations should be submitted to [Survey Monkey](https://www.surveymonkey.com/r/8MDDQRF)
(full URL: <https://www.surveymonkey.com/r/8MDDQRF>)

Governor's Youth Employer Award

Youth Employers are private, non-profit or public employers who sponsor programs or events promoting employment preparation and job skills training for youth with disabilities.

Nomination

Business Name: _____

Business Address: _____

Contact Person's Name: _____

Contact Person's Phone: _____ Email: _____

Nominated by: _____ Phone Number: _____

Business Name: _____ Nominator Address: _____

Nominator Email: _____

Questions: Please include as many specific examples as possible to help demonstrate why this employer deserves to win this award. All questions must be answered for a complete nomination. We understand there may be overlap in the responses provided below. Each response and the support materials submitted will be assigned a numerical rating by Selection Committee members. (Please note: the online Survey Monkey numbers the questions differently.)

1. Describe the nominee's efforts and practices to sponsor programs, events, or activities that promote employment preparation and job skill training for youth with disabilities.
2. Describe the nominee's efforts to provide opportunities for work-based learning experiences, such as internships, student transition programs, mentoring events and job shadowing for youth with disabilities.
3. If applicable, describe the nominee's success in hiring youth with disabilities for paid positions in competitive employment with the nominee's business or elsewhere. Please include as many specific examples as you can. (All employers considered for these awards must pay workers with disabilities the Washington State minimum wage of **\$11.50** per hour or higher and provide employee benefits as other similarly situated employees.)
4. Feel free to add information about other programs, procedures, processes, practices, examples or other information about the nominee you feel is relevant to this nomination for the Governor's Youth Employer Award.

The 2018 Governor's Employer Awards – Nomination Packet

5. A completed nomination must include the following items to be uploaded with the electronic nomination or sent along with the typed nomination:
 - A minimum of **2 support documents**, i.e., support letters, letters of recommendation, or news articles, only from colleagues, employers, customers, co-workers, friends and family members. Support letters from nominators will not be accepted.
 - Two photos and signed release forms on page 19. Please include the business name and the last name of the individual(s) depicted in the file name.
- Note: videos **will not** be accepted as part of the nomination packet.

Award Ceremony PowerPoint Presentation

During the Award Ceremony, each nominee is introduced with a PowerPoint slide and asked to come forward to receive a certificate. Please recommend the wording to be used on the slide describing the nominee's efforts being recognized.

By submitting this nomination, I attest the information I am providing is accurate and complete. I have obtained the necessary permission and releases for the information and photos being submitted. I also understand the information I am providing may be used for local, state or national publicity.

Nominator's Signature

Date

The Nomination Deadline is **August 31, 2018**
Electronic nominations should be submitted to [Survey Monkey](https://www.surveymonkey.com/r/8MDDQRF)
(full URL: <https://www.surveymonkey.com/r/8MDDQRF>)

Direct Support Professional Award

This award is intended to recognize exceptional professionals who provide direct support to individuals from recruitment to retention. The Direct Support Professional Award acknowledges a highly effective Job Developer and/or Job Coach who demonstrates state of the art practices and who has made meaningful inclusive employment environments a reality. This is a “lifetime” achievement award given only once to an individual. A strong nomination will demonstrate examples of how a person embodies the qualities of resourcefulness, commitment, consistency, innovation, respectfulness, problem-solving and tenacity through either job development or job coaching. **To qualify for this award, the nominee must be currently in their “nominated” position for a minimum of 12 months.**

Nomination

Person Nominated: _____

Phone: _____ Email: _____

Title/Position: _____ Length Of Time In Position Or Field: _____

Agency/Organization: _____

Agency/Organization Address: _____

Nominated by: _____ Phone Number: _____

Business Name: _____ Nominator Address: _____

Nominator Email: _____

Questions: Please include as many specific examples as possible to help demonstrate why this nominee deserves to win this award. All questions must be answered for a nomination to be complete. We understand there may be overlap in the responses provided below. Each response and the support materials submitted will be assigned a numerical rating by Selection Committee members. (Please note: the online Survey Monkey numbers the questions differently.)

1. What characteristics make the nominee outstanding in his/her position? (Provide specific detailed examples of what makes this nominee exceptional. This may include work habits, attitude, interpersonal/communication skills or other abilities.)
 2. What specific achievements or contributions has the nominee made in supporting persons with disabilities to find meaningful employment and/or succeed in their workplace? (Provide specific details that may include: how the individual helps build natural supports, helps individuals advance in their career, affects positive change, advocates and uses unique problem-solving skills, etc.)
 3. Feel free to add information about other programs, procedures, processes, practices, attitudes or other information about the person that you feel is relevant to your nomination for the Governor's Direct Support Professional Award.
-

The 2018 Governor's Employer Awards – Nomination Packet

4. A completed nomination must include the following items to be uploaded with the electronic nomination or sent along with the typed nomination:
 - A minimum of **2 support documents**, i.e., support letters, letters of recommendation, or news articles, only from colleagues, employers, customers, co-workers, friends and family members. Support letters from nominators will not be accepted.
 - Two photos and signed release forms on page 19. Please include the business name and the last name of the individual(s) depicted in the file name.
- Note: videos **will not** be accepted as part of the nomination packet.

Award Ceremony PowerPoint Presentation

During the Award Ceremony, each nominee is introduced with a PowerPoint slide and asked to come forward to receive a certificate. Please recommend the wording to be used on the slide describing the nominee's efforts being recognized.

By submitting this nomination, I attest the information I am providing is accurate and complete. I have obtained the necessary permission and releases for the information and photos being submitted. I also understand the information I am providing may be used for local, state or national publicity.

Nominator's Signature

Date

The Nomination Deadline is **August 31, 2018**
Electronic nominations should be submitted to [Survey Monkey](https://www.surveymonkey.com/r/8MDDQRF)
(full URL: <https://www.surveymonkey.com/r/8MDDQRF>)

Governor's Trophy *in Memory of Carolyn Blair Brown*

The Governor's Trophy *in Memory of Carolyn Blair Brown* award is Washington State's highest honor given to a resident with a disability. This is a "lifetime" achievement award given only once to an individual. This award honors an individual who has developed or influenced programs, services, legislation etc. resulting in tangible, positive outcomes dramatically enhancing the empowerment of individuals with disabilities in Washington State.

Nomination

Person Nominated: _____

Person's Address: _____

Phone: _____ Email: _____

Nominated by: _____ Phone Number: _____

Business Name: _____ Nominator Address: _____

Nominator Email: _____

Questions: Please include as many specific examples as possible to help demonstrate why this individual deserves to win this award. All questions must be answered for a complete nomination. We understand there may be overlap in the responses provided below. Each response and the support materials submitted will be assigned a numerical rating by Selection Committee members. (Please note: the online Survey Monkey numbers the questions differently.)

1. Provide an overview of why this individual deserves to be recognized, describing the nominee's dedication, activities or actions that result in tangible, positive outcomes dramatically enhancing the empowerment of individuals with disabilities at local, state and/or national levels.
2. List any recognition this individual has received from other agencies or disability organizations supporting this nomination. Provide the date of the recognition and reasons for their acknowledgement.
3. Feel free to add information about other programs, procedures, processes, practices, examples or other information about the nominee you feel is relevant to this nomination for the Governor's Trophy *in Memory of Carolyn Blair Brown* award.
4. A completed nomination must include the following items to be uploaded with the electronic nomination or sent along with the typed nomination:
 - A minimum of **2 support documents**, i.e., support letters, letters of recommendation, or news articles, only from colleagues, employers, customers, co-

The 2018 Governor's Employer Awards – Nomination Packet

workers, friends and family members. Support letters from nominators will not be accepted.

- Two photos and signed release forms on page 19. Please include the business name and the last name of the individual(s) depicted in the file name.
Note: videos **will not** be accepted as part of the nomination packet.

Award Ceremony PowerPoint Presentation

During the Award Ceremony, each nominee is introduced with a PowerPoint slide and asked to come forward to receive a certificate. Please recommend the wording to be used on the slide describing the nominee's efforts being recognized.

By submitting this nomination, I attest the information I am providing is accurate and complete. I have obtained the necessary permission and releases for the information and photos being submitted. I also understand the information I am providing may be used for local, state or national publicity.

Nominator's Signature

Date

The Nomination Deadline is **August 31, 2018**
Electronic nominations should be submitted to [Survey Monkey](#)
[\(full URL: https://www.surveymonkey.com/r/8MDDQRF\)](https://www.surveymonkey.com/r/8MDDQRF)

The 2018 Governor's Employer Awards – Nomination Packet

Letter to Employer Advising of Proposed Nomination

A template - use the wording below to advise a business of a nomination in process and to request their assistance.

Date:

First Name Last Name, Title

Business name

Address

City, State zip code

Dear (insert employer contact name),

I am writing to inform you that (your name or business name) is nominating (insert business name) for the 2018 Washington State Governor's Employer Awards Program. This Awards Program recognizes Public, Private, and Non-Profit Employers for their efforts to recruit, hire, and advance individuals with disabilities.

I strongly believe you are worthy of this recognition and would like your assistance in completing the nomination form. Attached is a brief form which provides critical information for an award-winning nomination. I want to make sure to highlight your successful hiring and retention practices for workers with disabilities. If you'd prefer to respond to these questions over the phone, feel free to contact me at (insert phone number) and we can complete the form together.

In addition, I need to submit a couple of photos of your employees with disabilities at work. These photos are used in the PowerPoint presentation at the awards celebration in the fall. I will be contacting you to set up a convenient time to take a couple of pictures and have your employees sign a release.

If you have any questions, please let me know. Thank you for being a leader in the business community and for the part you play in empowering individuals with disabilities through the opportunity to work.

Sincerely,

(Sign your name)

(Insert your contact information)

The 2018 Governor's Employer Awards – Nomination Packet

Congratulations!

You are being nominated for the 2018 Washington State Governor's Employer Awards Program

Please fill out this form so we can complete the nomination:

Business Name: _____

Business Address: _____

Contact Person's Name: _____

Contact Person's Phone: _____ Email: _____

Type Private

Non-Profit

Size: Small (25 or less employees)

Medium (26-249 employees)

Large (250 or more employees)

Public

City

County

State

Municipality

Federal

Total Number of Staff: _____ # of Staff with Disabilities: _____

To answer the following questions, please use a separate sheet of paper.

1. Describe specific strategies for **Hiring, Recruiting or Advancing** workers with disabilities such as targeted recruitment efforts, working with job coaches, vocational counselors, developing policies for inclusion and/or staff training.

2. Please share a couple examples of a successful hire or positive experience you had with a worker with a disability.

(To be completed by nominator)

Nominated by: _____	Phone Number: _____
Nominator Address: _____	
Nominator Email: _____	

The 2018 Governor's Employer Awards – Nomination Packet

Consent & Release Agreement



Governor's Committee
on Disability Issues
and Employment

Publication, video and website consent and release agreement

**The committee
seeks
permission to
use your photo,
name, voice,
statement,
written work
and/or art**

Governor's Committee on Disability Issues and Employment (GCDE) employees and members of the public are occasionally asked to be a part of GCDE's publicity, publications, and/or public relations activities, which may include representation in the media.

This signed form indicates agreement that the subject's name, picture, art, written work, voice, verbal statements and/or portraits (video or still) may appear in the committee's publications, videos and/or website, or in print, social or broadcast media. These images may or may not personally identify the subject. The subject also agrees that:

- No money shall be paid.
- Consent and release have been given willingly.
- The name, picture, art, written work, voice, verbal statements, portraits (video or still) may be used in the future.

Governor's Committee on Disability Issues and Employment, agrees that the subject's name, picture, art, written work, voice, verbal statements and/or portraits (video or still) shall be used only for public relations, public information, event or project promotion, publicity and instruction.

If the subject or, in the case of a minor child, parent or guardian wish to rescind this agreement, he or she may do so at any time with written notice.

Agreement

**Release
agreement**

I authorize the Governor's Committee on Disability Issues and Employment to use my name, voice, verbal statements, and/or any photographs, film, digital recording or videotape that may contain my likeness, for publicity or informational purposes. This includes the editing, duplication, reproduction, copyright, representation in the media, exhibition, broadcast, posting on GCDE's website, and/or other non-profit use and distribution of such photographs for purposes deemed suitable by GCDE, unless I make my wishes to the contrary known. I understand that my image or information that I provide may be used without my review.

Please sign here

Subject (print name)

Signature of

Subject Date

Phone number

**Please complete
this section for
minors**

If subject is a minor child (less than 18 years old), complete the following section.

Guardian (print name)

Signature of guardian

Minor (print name)

Date

Phone

2017 Governor's Award Winners

List of 8 Winners



2017 Governor's Trophy in Memory of Carolyn Blair Brown

Presented to Mark Adreon

Mark Adreon and his service dog Trek (right) with his award & Governor Jay Inslee (left)



2017 Direct Support Professional of the Year

Presented to Bonnie Sinclair

Bonnie Sinclair (center) with her award & Governor Jay Inslee (left) and Mandeep Kaundal, Governor's Committee Chair and Patricia Bauccio, Vice Chair (right)



2017 Large Private Employer of the Year

Presented to Seattle Mariners

Jerry Johnson (left) and Steve Mitchell of the Seattle Mariners with Governor Jay Inslee (center), and Mandeep Kaundal, Governor's Committee Chair & Patricia Bauccio, Vice Chair (right)



2017 Medium Non-Profit Employer of the Year

Presented to Bridgeways

Bridgeways staff Donna Konicki (holding award), Leila Hill, Tony Orso, and Jeff Patterson (L-R) with Governor Jay Inslee (center) and Mandeep Kaundal, Governor's Committee Chair and Patricia Bauccio, Vice Chair (right)



2017 Public Employer of the Year

Presented to City of Seattle Supported Employment Program

City of Seattle Supported Employment Program staff, Heather Weldon, Krista Leimbacher, Isiah Williams, Kamarigiah Ahmach (holding award), Todd Newcombe, TJ Maciel, and Scott Richter with Governor Jay Inslee and

Mandeep Kaundal, Governor's Committee Chair and Patricia Bauccio, Vice Chair (right)



2017 Youth Employer of the Year

Presented to Seattle Children's
Seattle Children's staff Princess Ayers, Brandi
Manuel, Benson Hoang (holding award), Geoff
Finney, and Sheila King (L-R) with Governor
Jay Inslee (center)



2017 Medium Private Employer of the Year

Presented to Port Angeles Safeway

Mike Lagrange (left) of Safeway with his award and Governor Jay Inslee (center) with Mandeep Kaundal, Governor's Committee Chair and Patricia Bauccio, Vice Chair (right)



2017 Small Private Employer of the Year

Presented to Northwest Trophy & Awards

Robb Anderson (left) of NW Trophy with his award and Governor Jay Inslee (center) with Mandeep Kaundal, Governor's Committee Chair and Patricia Bauccio, Vice Chair (right)