**Surrey Care Awards 2017 **

**FAQs and Tips for Nominations**

1. **How do I complete the nomination form?**

The nomination form is in word document format so you can type directly or cut and paste content onto the page.

1. **Can I send a copy of the form to my colleagues to get their testimonials?**

You can send the nomination form to colleagues, service users, their families or healthcare professional to gain their testimonials before collating them to add to your nomination form.

1. **How do I include handwritten testimonials and other supporting statement materials relevant to my nomination?**

If your nomination is supported by any handwritten testimonials, press cuttings, other relevant materials together, these must be scanned together with your nomination form to be submitted as ***one single pdf document*** for judging.

1. **Do I have to include all the points listed in the Employers/Peer statement in the Judging Criteria for my chosen Award?**

We strongly advise you to refer to each of the numbered judging criteria listed under your Awards category.

1. **Can I enter my nomination for more than one Awards category?**

Yes, but each nomination must be submitted on a separate nomination form and you are advised to tailor each nomination to the judging criteria for each specific award category.

1. **How do I submit my completed nomination form and testimonials?**

The completed nomination form and its supporting documents must be scanned together and submitted as one single pdf document to nominations@surreycare.org.uk by Friday 29th September 2017.

1. Please put ***Surrey Care*** ***Awards Nomination*** *and the* ***name of the Nominee***in the subject line of your email.
2. To help us identify your nomination correctly, the pdf file name must include the name of your Organisation, Awards Category and Nominee Name **e.g. AnyProvider\_CareManager\_JoeBloggs.pdf**

Please note we cannot accept entries that have been posted or hand delivered.

1. **What are key dates to bear in mind?**

Nominations must be submitted by Friday 29th September and finalists will be notified on Tuesday 24th October.

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