**AHF Spotlight Award Submission 2024**

**Form Instructions:**

* *Complete the Submission Form below in its entirety.*
* *“Save As” the file name including the nominees name, ex. “AHF 2024 Spotlight Submission Form\_First Name Last Name”.*
* *Upload this completed and saved file in the online submission form on the* [***AHF Conference Website***](https://ahfconference.org/2024-call-for-entries/)*.*

**Entry Requirements:**

* All entries must be submitted in a single Word document that does not exceed 4 pages
* Nominees must be an AHF member in good standing
* Project should have been completed (or will have been completed) between 1/1/2023 and 5/1/2024

**Evaluation Criteria**

* Project primary objective and overall results
* Project complexity and scope
* Project initiative and leadership
* Resourcefulness, collaboration and use of AHF tools
* Timeliness and applicability of project for other AHF members

***Deadline for submission is March 31, 2024.***

**Spotlight Award Submission Form**

**Nominator's Name:**

**Nominator's Facility/Company:**

**Nominator's Email Address:**

**Nominee's Name:**

**Nominee's Facility:**

**Nominee's Email Address:**

**Nominee's Preferred Phone Number:**

**Nominee's Facility Location:**

**Nominee's Facility Size/Bed Count:**

**All entries must answer *at least five* of the following questions, one from each criteria category:**

***Each questions answer should be 750 words or less and submitted in this Word Document. You may use photos to illustrate points.***

**Project primary objective and overall results**

* What inspired you to develop this project?
* What were the biggest challenges you faced in implementing the project and how did you overcome them?
* What impact has the project had on your operation?
* What were the specific results of the project? KPIs, accomplishments, goals reached.
* How did you measure the success of the project?
* How did the project improve patient care, nutrition, satisfaction, financial performance, or sustainability?
* How have you sustained the results of the project over time?

**Project complexity and scope**

* Please tell us about the project's scope, goals, and complexity.
* What impact did the project have on the operator's operations?

**Project initiative and leadership**

* How did you demonstrate leadership and initiative in developing and implementing the project?
* How did you motivate and inspire others to support the project?
* What challenges did you face as a leader on this project? How did you overcome them?

**Resourcefulness, collaboration and use of AHF tools**

* How did you leverage AHF tools and resources to support the project?
* Did you collaborate with other teams or individuals to implement the project? If so, how did you ensure that everyone was aligned on the project's goals and objectives?
* How did you share your knowledge and expertise with other AHF members throughout the project?

**Timeliness and applicability of project for other AHF members**

* What can other AHF members learn from your project?
* How can other AHF members replicate your success in their own operations?
* What advice would you give to other AHF members who are considering implementing a similar project?