

Coalition of Service Providers of St. Charles County  
1025 Country Club Road  
St. Charles, MO 63303

**2019 Direct Support Professional (DSP) Award Recipient Form**

Recipients of these awards are people who provide direct support to individuals with developmental disabilities and are dedicated to providing opportunities for the people they serve to become active, valued members of the St. Charles County community. This award is designed to recognize those individuals who demonstrate consistent dedication and who are frequently going above and beyond their typical day to day responsibilities. **Each DDRB funded agency and/or St. Charles County Coalition Member may select one DSP winner to be submitted to the St. Charles County Coalition after obtaining Executive Director/CEO approval.**

**To be an award recipient, an individual must meet the following criteria:**

- A. Be employed full or part-time **in St. Charles County by a DDRB funded agency and/or be a member of the St. Charles County Coalition**
- B. Spend 85-100% of her/his time in direct support, **with no supervisory responsibilities**
- C. Demonstrate consistent, outstanding achievement and sincere dedication
- D. The direct support job description must not require post-secondary education

Award Recipient Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Award Recipient Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ T-shirt size: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Agency Executive Director/CEO: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please answer the following questions.**

- 1. How long has the recipient been with your agency? \_\_\_\_\_
- 2. How long has the recipient worked in this field? \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_

**Please see page 2 for nomination components.**

**AWARD RECIPIENT FORMS MUST BE RECEIVED BY October 4, 2019  
Awards will be presented November 21, 2019**

**Recipient forms must address 2 of 5 criteria listed below.**

To protect the confidentiality of people supported, use initials as necessary.

**ONE DSP AWARD WINNER PER AGENCY PLEASE**

See below for criteria that may be used when writing your explanation for why you feel this person/award recipient is deserving of this award. Please include at least two of the five criteria when writing your nomination.

1. **Advocacy:** Encourage activities to affect positive change on behalf of individuals with disabilities.
2. **Creativity:** Uses original ideas to provide individualized supports and services while respecting individual preference and encouraging self-determination and choice.
3. **Exceptional delivery of direct support:** Respects dignity, independence, culture, and rights of individuals with disabilities. Develops effective relationships with consumers.
4. **Dedication to best practice:** Seeks out opportunities to learn new skills and/or implements best practices. Values community inclusion.
5. **Mentor:** Serves as role model for other staff.

**Guidelines and Examples**

- **Show, don't tell!** What accomplishments has your nominee made that stand out? Please be descriptive. The sentence "Jane is an incredible leader and advocate" is not as compelling for the committee as a specific example that shows Jane exhibiting the qualities of a leader and advocating. Better: "Jane demonstrated her leadership and advocacy skills when she organized a petition drive to address the lack of a public bus stop near [individual's] home."
- **Remember the person(s) being served.** A description of the numerous activities of the DSP, for example, someone who is very active in supporting Special Olympics, or who arranges many special activities for the individuals he or she serves, is not as compelling without a description of the effect of these activities on the lives of the individual(s) being served. Better: "Jane volunteers for the Special Olympics. One year, she encouraged [individual] to participate. [Individual] had never wanted to be involved before, but with Jane's assistance, had a great time and made many friends. [Individual], who had always had a difficult time socializing, now meets up with the friends she made weekly and they enjoy 'training' by walking or jogging around the lake."
- **Don't waste words.** Focus on sharing information directly related to the awards criteria. Don't devote too much space to other issues including, but not limited to, the nominee's life story, describing how the nominee cares for others outside the scope of this award, or the list of jobs that led the nominee to his or her current position. If these elements are relevant to the criteria, state your case as succinctly as possible.
- **Submit five pictures by email to Keri Riley at [kriley@ddrb.org](mailto:kriley@ddrb.org). Pictures should be of the Award Recipient in their work setting.**
- **Submit your written Award Recipient form by one of the following:**
  - **Mail to:**  
Developmental Disabilities Resource Board  
Direct Support Awards Committee, Attn: Keri Riley  
1025 Country Club Road  
St. Charles, MO 63303
  - **Forms may be completed online at: <https://reccouncil.wufoo.com/forms/direct-support-professional-award-recipient/>**
    - **Email:** Email completed forms to [kriley@ddrb.org](mailto:kriley@ddrb.org)

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