**2018 CARE Awards**

**Application Form**

**Due: May 31, 2018**

**ABOUT CARE**

Northern Virginia Family Service (NVFS) presents the CARE (Companies As Responsive Employers) Awards each year to employers in Northern Virginia who demonstrate extraordinary leadership and sustained commitment in creating community outreach and engagement, outstanding workplace culture and family-friendly environments. All applicant companies that meet the CARE standard will be considered for an award.

what makes THE CARE AWARD UNIQUE

Corporate social responsibility (CSR) is recognized as an effective tool for increasing employee engagement, productivity and workplace wellness, and it is a key pillar of CARE-ing companies. The CARE Award selection process reflects stewardship in corporate community involvement, coupled with employee satisfaction through unique and thorough benefits, outstanding workplace culture, and family-friendly policies. Being a CARE Award winner shows commitment to employee satisfaction and a strong connection with the Northern Virginia community.

# THE CARE AWARDS Process

Businesses must be located (not necessarily headquartered) in Northern Virginia, and companies of all sizes are eligible and encouraged to participate. **Important: There are three stages to the awards process:**

1. **Application**
2. **Survey**
3. **Site Visit**

The timeline is provided below. Please note that the survey portion of this process is a confidential web-based employee survey – you must distribute the survey to your Northern Virginia-based employees, and a 30 percent response rate is required to remain in consideration. To ensure consistency in our evaluation process, we will not accept other employee surveys in lieu of the survey we provide. Survey results are shared with each of applicant, along with a comparative view of the survey results of similar applicants.

Please complete the attached application and return to NVFS by May 31, 2018. NVFS will send a confirmation upon receipt of the application.

Mentoring Program

A Mentoring Program is available to help companies through the application process. Any company applying for the first time and/or any company that so requests is assigned a mentor. Mentors are volunteers who have either been through this application process themselves and/or have participated on the CARE Advisory Committee and are therefore very familiar with the process. The mentor helps explain the process, application steps and benefits of the CARE Award. The mentor also guides the company through the early stages of the application process, as needed. If you would like to request a mentor, please contact Lindsey Kearney (571.748.2560; [lkearney@nvfs.org](mailto:lkearney@nvfs.org)).

# THE CARE AWARDS timeline

Applications screened June-July

Semi-finalists notified/participate in CARE survey July

Finalists’ site visits August-September

Winners notified………………………………………………………………………………...…….…………………………………September

CARE Awards Breakfast November 9, 2018

The CARE Awards BREAKFAST

The CARE Nominating Committee, comprising business leaders, human resource professionals and former CARE winners, will work throughout the summer and early fall to select the 2018 winners, which are announced in September. The process culminates with the awards presentation at the annual CARE Awards Breakfast on November 9, 2018.

If you have any questions about the CARE Awards process, please contact Lindsey Kearney (571.748.2560; [lkearney@nvfs.org](mailto:lkearney@nvfs.org))

**2018 CARE Application Employer Profile**

Name of Organization:

Address:

Location of Headquarters:

Web Address:

Social Media Accounts (with links):

Contact Name & Title:

*\*Please note that this person will be our primary point of contact throughout the application process. This individual can be different from the individuals who sign the application.*

Phone: Fax:

Email:

Core Business/Industry:

Employee Population *(please note companies of all sizes are eligible to participate)*:

* Total number of employees in the company: \_\_\_\_
* Total workforce based in Northern Virginia (Metro DC): \_\_\_\_
* Total number of exempt employees in Northern Virginia: \_\_\_\_
* Total number of non-exempt employees in Northern Virginia: \_\_\_\_

2017 Retention Rate (please provide both if available):

Company-wide: \_\_\_

Northern Virginia only: \_\_\_

Indicate if your company is a past CARE Award winner:

YES  Year(s) Won: NO

If you selected NO, please indicate whether your company is a past CARE Award applicant:

YES  Year(s): NO

How did you learn about the CARE Award?

Internet  Coworker  Business Associate  Publication

NVFS  Other  (please specify)

### 1. COMMUNITY INVOLVEMENT AND IMPACT

*(Limit 2 pages)*

The mission of Northern Virginia Family Service is at the heart of this award. CARE highlights and recognizes employers who, like NVFS, have local and high-impact community outreach programs. This can be achieved through company-sponsored organizations and/or resources, or simply encouraging employees to be active participants and contributors in their communities.

Please describe the following:

* Your company’s commitment to the Northern Virginia community and to corporate citizenship
* How your organization creates and drives a culture of community outreach, giving back, and/or service to others
* How (e.g., in what ways) you provide a platform for employees to contribute to their communities
* How you evaluate the effectiveness of your community stewardship programs
* Highlight an example of a community service initiative that had a positive impact on your organization and on the community – for example, a company-sponsored event and/or employee-driven initiative

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### Exemplary Benefits, Policies and Programs

*(Limit 2 pages total)*

### 2. Health & Wellness Benefits

Many companies provide core benefits to their employees, including medical, dental, vision, ancillary coverage and wellness programs, as well as voluntary benefits. We recognize that some organizations may not offer all of these benefits and/or provide unique benefits.

Keeping these areas in mind, please describe the following:

* Unique benefit features your company offers
* Most utilized benefit programs outside of your company’s health benefits
* Employee engagement in determining benefit programs

### 3. Work-Life Programs & Policies

Employees balance work and life priorities daily. Employers have an impact on this through their culture and various work-life programs. This includes, but is not limited to, paid time off, employee assistance program, flexible work hours or schedules, childcare support (e.g., onsite facility, childcare subsidy), elder care and financial support (e.g., 529 Plans, 401(k), pension, loan programs).

Please describe the following:

* Specifics of your company’s paid time off programs (including, but not limited to: vacation, sick and parental leave)
* Key features of your company’s work-life programs and policies, including the degree to which your employees use your most important programs
* An example of a work-life program that positively impacted one or more of your company’s employees. (Please do not include any employee names.)

### 4. Development/Education Programs

Employee development and continuous learning is an important factor in employee engagement and retention. This includes employee orientation, diversity programs, external and internal training opportunities, tuition reimbursement, and career-development programs.

Please describe in detail the following:

* Education programs your company offers and how they are used to support your company’s work-life philosophy and organization objectives
* Approximate percentage of employees that participate in your company’s top programs

PLEASE ENCLOSE A COPY OF THE FOLLOWING DOCUMENTS:

1. Summary documents:
   * Employee benefits
   * Health & wellness programs
   * Work-life programs
   * Development/education programs
2. Recent employee communication tools – this can include samples of employee newsletters or employee intranet.
3. Community service examples (this can also be embedded in the documents you provide under No. 1).

**Please limit supplemental documentation to 10 pages.**

**Mail, fax or email completed application by May 31, 2018, to:**

Northern Virginia Family Service

2018 CARE Awards

ATTN: Lindsey Kearney

10455 White Granite Drive, Suite 100

Oakton, VA 22124

Phone: 571.748.2560

Fax: 703.385.5261

E-mail: [lkearney@nvfs.org](mailto:lkearney@nvfs.org)

Senior HR Official Signature

**\*Required\***

Executive Officer Signature

**\*Required\***

*We recognize the information provided in this application is sensitive data. This application will only be shared with the CARE Award Nominating Committee, and all company-specific information will remain confidential.*