

**2024 CARE Awards**

**Application Form**

**Due: June 18, 2024**

**ABOUT CARE**

For over 30 years, Northern Virginia Family Service (NVFS) has presented the CARE Awards to recognize outstanding companies proactively making our region a better place for everyone to work, live, and play. The CARE Awards commend companies using outstanding culture and employee engagement strategies to create the best places to work across the DC Metro Region. We are excited to open applications for the 2024 CARE Awards to recognize and celebrate companies that are aligned with the mission of CARE.

what makes THE CARE AWARD UNIQUE

Corporate social responsibility, a key pillar of CARE-ing companies, is recognized as an effective tool for increasing employee engagement, productivity, and workplace wellbeing. Being a CARE Award winner shows commitment to employee satisfaction and a strong connection to the community.

# THE CARE AWARDS Process

Businesses must be located (not necessarily headquartered) in the DC Metro Region, and companies of all sizes are eligible and encouraged to participate. **Important: all applicants are required to complete the application and an employee survey. A site visit (conducted virtually) may be required pending the results of your application and survey.**

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 DC Metro-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; however, your company will be allowed to add in approximately 5 of your own survey questions, if desired. Survey results are shared with each applicant.

Please complete the attached application and return to NVFS by 11:59 pm on June 18, 2024. NVFS will send a confirmation upon receipt of the application.

Mentoring Program

A Mentoring Program is available to help companies through the application process. 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 NVFS at CAREAwards@nvfs.org.

# THE CARE AWARDS timeline

Applications screened June-July

Semi-finalists notified/participate in CARE survey July-August

Finalists’ site visits (if required) August-September

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

CARE Awards Event\* November 13, 2024

\**This event will be held in person during the afternoon/early evening hours.*

The CARE Awards event

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 2024 winners, which will be announced in September. The process culminates with the awards presentation in November; details about the event will be shared as we get closer to the date.

If you have any questions about the CARE Awards process, please contact NVFS at CAREAwards@nvfs.org.

**2024 CARE Application Employer Profile**

Name of Organization:

*Please note that this is how your company name will be listed on your award and in promotional materials.*

Current Description of Your 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 the DC Metro Region: \_\_\_\_
* Total number of exempt employees in the DC Metro Region: \_\_\_\_
* Total number of non-exempt employees in the DC Metro Region: \_\_\_\_

2023 Retention Rate—Voluntary (please provide both if available):

Company-wide: \_\_\_

DC Metro Region only: \_\_\_

2023 Retention Rate—Involuntary (please provide both if available):

Company-wide: \_\_\_

DC Metro Region 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)

**2024 CARE Application Questions**

### *The following questions are intended to be open-response questions. Please answer in the format that makes sense but limit your responses to a maximum of 3 pages single-spaced per question. You can answer questions in this Word document or a separate document.*

### 1. What is unique about your company? What are 2-3 best practices that set your company apart?

*Please share specific examples and limit your response to 3 pages.*

2. Employee wellbeing and mental health are top of mind for many employers. What is your company doing to support employees?

*Please share specific examples and limit your response to 3 pages.*

### 3. How have you supported your community in the past year?

*Please share specific examples and limit your response to 3 pages.*

*Potential areas to touch on include your company’s commitment to corporate social responsibility; how your company creates a culture of community outreach, giving back, and/or service to others; and/or an example of community service that has made a positive impact on your company and the community.*

4. What are your most pressing concerns for the future of work?

*Please share specific examples and limit your response to 3 pages.*

SUPPLEMENTAL DOCUMENTS:

*Please enclose a copy of the following documents (please do not include links):*

1. Summary documents including employee benefits; health & wellbeing programs; work-life programs; and 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 response you provide under 3 above).
4. Current version of your logo.
5. 5-10 high-resolution photos of your staff (either posed or candid) engaging in community service projects, interacting with clients, on retreats, or at events to be used in promotions and/or at the CARE event.
6. Anything else you feel is relevant to include.

**By signing and dating this document, you are certifying that a Senior HR Official and Executive Officer have reviewed the contents and have given their consent to submit.**

 Electronic Signature Date

 **\*Required\***

**Please save your completed CARE Awards application (including attachments) as a single PDF file and email it to** **CareAwards@nvfs.org** **by no later than 11:59 pm on Tuesday, June 18, 2024.**

*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.*