



## BOARD OF VOCATIONAL REHABILITATION

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF REHABILITATION SERVICES

221 South Central Avenue • Suite 34A

Pierre, South Dakota 57501

(605) 945-2207 (Voice or TDD)

### MEMORANDUM

**SUBJECT:** 2013 Governor's Awards Nominations  
**FROM:** Board of Vocational Rehabilitation  
**DATE:** January 31, 2013

The Board of Vocational Rehabilitation (BVR), working with the Board of Service to the Blind and Visually Impaired (BSBVI) and Statewide Independent Living Council (SILC) seeks your support in gathering nominations for the 2013 Governor's Awards.

We ask you to assist us in circulating the enclosed nomination forms to others i.e., people in your office or organizational members, encouraging them to make nominations of those who are deserving of such recognition.

There are five nomination categories:

1. Distinguished Service
2. Outstanding Citizen with a Disability
3. Outstanding Employee with a Disability
4. Outstanding Employer of the Year – 3 categories
  - a. Small Private Employer (non-governmental)
  - b. Large Private Employer (non-governmental)
  - c. Public Employer (local, county, state or federal government entity, school district, university) of any size
5. Outstanding Award in Transition Services

We expect to provide notice to recipients and their nominators by the end of April and the awards ceremony to be scheduled in the summer. This timeline is subject to change based on the Governor's schedule.

Thank you for supporting this awards program, which recognizes South Dakotans for their contributions to the rehabilitation and employment of people with disabilities. If you have any questions, please contact Board staff at 605.945.2207 or 1-800.210.0143.

## 2013 GOVERNOR'S AWARDS NOMINATION PROCESS

### Timeline

- Nominations Due – Thursday, February 28<sup>th</sup>
  - Disseminate nominations to reviewers by mid-March
  - Submit nominees to Governor for final review/selection by late March
  - Announce selected award recipients in April
  - Schedule awards ceremony to accommodate Governor's schedule (June or July)
1. Any interested individual, agency or organization may submit nominations.
  2. Nomination forms are available from the Board of Vocational Rehabilitation (BVR) by calling 945-2207 or 1-800-210-0143, or by visiting the Department of Human Services home page: <http://dhs.sd.gov/>.
  3. Nominations should be typed or legibly printed and complete. Nomination forms may be photocopied. All supporting materials should be copied or reproduced on 8 ½ X 11" paper. Do not submit video or audiotapes. Faxed copies will not be accepted.
  4. Nominations must be postmarked by Thursday, February 28<sup>th</sup>, 2013.
  5. Members of the BVR, BSBVI, and SILC will review the nominations and their recommendations will be forwarded to the Governor's Office for final action.
  6. If assistance is needed in completing the nomination(s), please call BVR staff at 1-800-210-0143.
  7. Please submit nominations to:

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221 South Central Avenue  
Pierre, SD 57501