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Disability Inclusion Network Respect, Acceptance, and Dignity of Persons with Disabilities (RADD) Award Nomination Application

**Instructions:**

1. Please fill out the application to the best of your ability. If field is unknown, please leave blank
2. One person can nominate multiple teams/people/agencies etc.… Fill out a separate form for each award nomination.
3. See attached categories below, and the “Tips for a Successful Nomination” at the end of the document, to use as a guide
4. No more than **750** words on why you are nominating the person/agency/team/division/supervisor
5. You may use additional pages to write about your nominee(s)
6. You may attach any documentation to help your support your nominee(s), however this is **NOT** required. Nomination evaluators will review accuracy of nominations, and this can also include agency data
7. Submit your nomination form to [DINawards@ofm.wa.gov](mailto:DINawards@ofm.wa.gov). Submit your RADD award application **NO** later than **May 16, 2022**

Award ceremony will be held on **July27th, 2022, from 12:00-1:00pm** and will be virtual

If you have any questions about the nomination process, categories, and what the DIN RADD Awards are about. Please feel free to reach [Sarah Norton](mailto:sarah.norton@ssa.gov) or [Joslyn Nelson](mailto:joslyn.nelson@hca.wa.gov)

Disability Inclusion Network: Respect, Acceptance, and Dignity of Persons with Disabilities (RADD) Award

Categories and Criteria



The DIN Disability Inclusion Awards are awarded to state agencies, higher education institutions, divisions, managers, teams and/or individuals working in state employment that have shown exemplary leadership in Disability Inclusion.

Agency/Division/Higher Education Disability Inclusion Award

1. **A significant contribution to the advancement of accessibility and Inclusion from an agency, division or higher education** that has shown dedication and commitment to employees with disabilitieswhich can consist of, but is not limited to:
   1. *Leading trainings in areas of accessibility (which also means following any updates to polices such as ICIO 188)*
   2. *Providing continual educational opportunities for employees, including but not limited to: Guest speakers on disability issues; encouraging participation in events and trainings on disability issues; creation of Employee Resource Group and/or encouragement of participation in Business Resource Group meetings and events*
   3. *Improvement in one or more of the following categories****:*** *recruiting, hiring, and retaining employees with disabilities*
   4. *Increase in employee’s disclosure rates of disability*

Manager/Supervisor/Faculty Disability Inclusion Award

1. **A significant contribution to disability awareness and inclusion from a manager(s), supervisor(s), or faculty** which can consist of, but is not limited to:
   1. *Promote inclusion, in their leadership position, by supporting accessibility, professional development, and leadership opportunities for persons with disability*
   2. *Champion for awareness and inclusion of employees with disabilities in the workplace*
   3. *Continuous contributions to improve the workplace culture to one of acceptance and inclusion*

Individual or Team Disability Inclusion Award

3. **A significant contribution to improving disability awareness and inclusion in the workplace by an individual or team** which can consist of, but is not limited to:

* 1. *Ensuring the representation and full participation of all people with disabilities through contributions to improving disability awareness and inclusion in the workplace*
  2. *Building respectful and empowering relationships in the workplace for disability and inclusion*
  3. *Assisting in the removal of systematic barriers for persons with disabilities*
  4. *Continued participation in Employee Resource Groups/ Business Resource Groups, or other work groups to further inclusion of those with disabilities in the workplace*

Advocate of the Year Award

4. **To an individual who has made an outstanding commitment to disability awareness, inclusion, and accessibility** which can consist of but is not limited to:

1. *Lives by/exemplifies the disability community value of* [*“Nothing about us without us.”*](https://www.huffpost.com/entry/nothing-about-us-without-us-mantra-for-a-movement_b_59aea450e4b0c50640cd61cf#:~:text=To%20quote%20James%20Charlton%20who,of%20Persons%20with%20Disabilities%20and)
2. *Assists in helping to remove systematic and structural barriers for persons with disabilities.* ***Example****: Consistently promotes and reminds people about accessibility; advises on best practices about inclusive interviewing, includes disability in all Diversity, Equity, and Inclusion etc.*
3. *Brings awareness about all thing’s disability related and what is needed to be more inclusive in the workplace and across state enterprise*
4. *Willing to perform beyond expected duties to support employees with disabilities and further disability inclusion in the workplace*

Tips for a Successful Nomination

**Overall Tips:**

* Give specific, concrete examples of the work done by the nominee, or situations, that speak to the award criteria (ex: if the nominee has encouraged participation in events – what actions did they take to do this)
* Use description language and say it like is
* Avoid sweeping generalities (ex: avoid such statements as “Nominee has worked hard to make sure everyone feels included.” Explain the actions taken by the nominee to create an inclusive workplace)
* Before writing the nomination think about:
* What did the nominee(s) do?
* How did the nominee(s) do it?
* What were the results and/or impacts?
* If available provide data
* Make the narrative clear and easy to understand
* Assume the reviewer does not know your candidate or their work
* Review and if needed ask clarifying questions about the award criteria

**Specific Award Tips:**

**Agency/Division/Higher Education Category:**

* List specific information (name and topics covered) about trainings/events attended or hosted about accessibility
* State specific education opportunities/events provided for employees such as:
* Name of guest speakers and topic on disability issues
* Excerpts of emails/announcements encouraging participation in events and/or how often these are sent out
* Type of employee resource groups/affinity groups created, and the work being done by them
* Provide specific examples of how interview processes, job announcements, and the hiring process has become more inclusive

* What specific actions have been taken to become compliant with policies such as ICIO188, and accessibility

**Manager/Supervisors/Faculty Category:**

* Provide examples of how the nominee has supported accessibility such as:
* Ensuring webpages are 508 compliant
* Making sure all building spaces are physically accessible
* Trainings held or attending on creating accessible documents
* Give specific situations/examples showing a commitment to increasing awareness and inclusion such as:
* Excerpts from emails
* Discussions or trainings held
* Specific groups/committees involved in and the work being done

**Individual/Team Category:**

* Provide specific actions taken to increase representation and participation of people with disabilities such as:
* Ensuring all committees/panels have a person with a disability
* Creation of a workgroup and the work done
* Halting a meeting or event if an interpreter or captioning is not available
* Give specific examples of interactions and relationships that speak towards respect and empowerment for persons with disabilities
* Explain what systemic barriers have been removed for persons with disabilities such as:
* Providing training on creating accessible documents
* Showing excerpts from emails or examples of web content about accessibility issues
* Examples of forms or processes created/improved for accessibility and/or understanding
* State the workplace/state level groups, committees, or other involvement and the work done to further inclusion of persons with disabilities in state employment

**Advocate of the Year Category:**

* Specific instances/situations when the nominee ensured the inclusion of persons with disabilities (“Nothing about us without us”)
* Specific actions taken above and beyond normal job duties to remove barriers for persons with disabilities such as:
* Examples of ensuring persons with disabilities are included in workgroups/or in discussion about Diversity, Equity, and inclusion
* Reaching out to a supervisor to help an employee to ask for accommodations
* Teaching/explaining why accessibility is important and showing how to be more accessible
* Provide examples of situations or work done above and beyond normal job duties to create an inclusive workplace for persons with disabilities
* Explaining what actions were taken to assist in providing or obtaining interpreters or assistive technology
* Creating informational pamphlets/emails/web content about disability inclusion practices

DIN RADD Award Nomination Application

**Type of award. Please check only ONE box per application:**

**1. Agency/Division/Higher Education Disability Inclusion Award**

**2. Manager/Supervisor/Faculty Disability Inclusion Award**

**3. Individual or Team Disability Inclusion Award**

**4. Advocate of the Year Award**

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| --- | --- |
| **Name of nominated: individual/agency/team member(s)/faculty/sub-agency** |  |
| **Nominee state or higher education email & phone number** |  |
| **Nominee agency, sub-agency, or higher education** |  |
| **Name of nominee's supervisor & supervisor(s) email** |  |
| **Agency HR Manager email** |  |
| **Submitter’s name, state or higher education email, phone number** |  |

**Please provide examples of how the nominee supports employees with disabilities and promotes accessibility and inclusion in the workplace in the section below.**

**See the above award criteria for ideas on types of examples to give.**

**In 750 words or less tell us why this person/agency/division/team/faculty/supervisor is being nominated.**