

UNMC Munroe-Meyer Institute Operating Board of Directors

2018 Holiday Gift Card Nomination Form

2018 Holiday Gift Card Nomination Guidelines

The Gift Card is to a Grocery Store – No Tobacco or Liquor can be purchased with it

- 1) *The person nominating the family must be an MMI employee.*
- 2) *The family or individual must receive services from an MMI employee. The family can live in greater Nebraska or in the Council Bluff, IA area. Please indicate if the family/individual receives multiple services at MMI. The services do not have to be provided in the physical MMI buildings on the UNMC Campus. The services can be provided at OPS or Bellevue Schools, JP Lord, Autism Center of Nebraska, etc. but individuals from OPS, etc. cannot nominate anyone.*
- 3) *All nominations MUST BE received by Friday October 26, 2018 by 3 pm. This allows sufficient time to order the gift cards and get them distributed to the families before Thanksgiving. NO late applications will be accepted. No exceptions! Do not delay in getting this form filled out and sent to Jackie Hankins.*
- 4) *If you nominate more than one family, please prioritize by those most in need.*
- 5) *Every effort will be made to fulfill all requests; however, this is why prioritization is asked for. It is not guaranteed that everyone nominated will receive a gift card. Depending on the number of nominations, the MMI Operating Board hopes to fund the gift cards at \$150 like last year. The number of gift cards and the amount will be determined based upon the number of nominations. However, the amount will not exceed \$150. The gift cards will be to a local grocery store so families would need access to that store. Families do not have to live in Omaha/Council Bluffs and every effort will be made to give them a gift card to a grocery store near them.*
- 6) *Can a family be nominated two years in a row? A family can be nominated but will be put on a separate list to determine if funding is available. Families who did not receive a gift card last year will be considered first.*
- 7) *The reason for nominating the family will be confidential. Please be sure to include special circumstances such as car accident, hospitalizations, loss of job etc.*

Please complete and return to Jackie Hankins by Friday, October 26 by 3 p.m. either by email at jacqueline.hankins@unmc.edu or in paper form. Nominations will not be accepted after that date. Jackie's mailbox is in PIO or her office is in Room 2013D. If you have any questions please contact Jackie at 402.552.6364

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Prioritization if more than one nomination from an individual: _____ of _____

Should the gift card be mailed? Yes or No If No, who will deliver?

Child's Name:

Parent's Name:

Address:

City:

State:

Zip:

Number of children living in household and ages (if known):

What written language should be used for notices to the family? English or Spanish

Person Nominating Family (Must be an employee of MMI) and Department:

What services does the family receive through MMI staff? If multiple services, please list all services provided:

Reason for nominating family (information will be kept confidential):

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