



for Outstanding Service by
an Administrative Professional

The Lucinda Hughes-Juan Award celebrates inspiring, public service-spirited administrative professionals from across Indian Country in the United States. Established in 2023 by KIVA Institute, LLC, the Hughes-Juan Award will annually honor the outstanding service of an administrative professional who has made a significant positive impact on person/persons (humanitarian), their communities (public service), and the environment. The Awardee will receive free training (travel and accommodation) and a monetary donation for their service work.

“Nothing is more inspiring than stories about our unsung administrative professionals who serve on the frontlines between their organizations that serve native communities and their stakeholders, clients, and customers. Support staff play a very important role that is often overlooked, and those who truly make a difference in addressing challenges deserve to be recognized,” says Dalton-Nuvamsa. “People who inspire us all to contribute. That is the purpose of the Hughes-Juan Award: to shine the spotlight on amazing administrative professionals so that their stories will inspire others. Just as Lucinda Hughes-Juan inspired me.”

ANNUAL APPLICATION DEADLINE: April 12th.

Completed nominations must be submitted online by 5:00 pm MST.

Visit our website for nomination forms. We are excited to learn about inspiring work!

<https://kivainstitute.com/upcoming-events/>

Eligibility Requirements and Selection Criteria

LUCINDA HUGHES-JUAN AWARD FOR OUTSTANDING SERVICE BY AN ADMINISTRATIVE PROFESSIONAL

The Lucinda Hughes-Juan Award welcomes nominations from supervisors, colleagues, clients, and customers who know of a public service-spirited administrative professional who deserves to be recognized for their outstanding efforts. Nominations are due April 12th, 5:00 p.m. MST.

ELIGIBILITY

- employed as or serving as an administrative support professional (Clerk, Secretary, Receptionist, Office Manager, Administrative Assistant, Executive Assistant, Transcriptionist, etc.).
- employed by a tribal government, tribal organization, subsidiary tribal government (districts, chapters, villages), non-profit or for-profit organization that serves native communities.
- permanent resident of and currently residing in the U.S.A.
- currently working on an inspiring service project or has done so within the past 36 months.
- working as an individual to lead their service/support work.

The Hughes-Juan Award does not discriminate against its applicants based on race, color, ethnicity, national origin, creed, religion, gender, sexual orientation, or disability.

APPLICATION PROCESS TIMELINE

- By April 12th: Nomination Deadline: All required materials **must be submitted online by 5:00 p.m. MST.**
- The awardee nominator and Awardee will be notified on April 15th. All who submit nominations will be notified via email.

WHAT AWARDEE WILL RECEIVE

Attend and be recognized at the Administrative Professionals Conference
Nominal Cash Award
Recognition Gifts
Networking Opportunities
Social/Media Coverage

SELECTION CRITERIA

Our judges use the following criteria to determine five (5) finalists:

1. The awardee must have organized and led an extraordinary service activity that benefited others, a community, or the planet we share.
2. The service activity must have been initiated and motivated primarily by the awardee himself or herself. The service activity cannot have been done solely to complete an assignment for school or work purposes.
3. Awardee must have:
 - demonstrated heroic character qualities such as courage, compassion, dedication, generosity, perseverance, and high moral purpose.
 - shown initiative, tenacity, and unselfishness in pursuit of their goals.
 - accomplished something with inspirational value that could inspire others to make a difference.

- done more than survive a difficult personal challenge. Their heroism must have impacted the community, people, or the environment beyond themselves.
4. Winners may or may not have received recognition for their inspiring work. Recognition itself shall not have been a motivating factor.

The top five nominees will be designated as finalists and will be showcased with their projects on our website and social media channels.

Please read these requirements carefully before you begin the online application process.

1. **Nominations) must be completed and submitted online by our deadline of 5:00 p.m. MT on April 12 each year, when the system will automatically close.**
2. **We do not accept applications via fax, email, U.S. mail, or any other carrier.**
3. please get in touch with us well in advance of our deadline for any technical assistance you anticipate needing.
4. The Nominator/Lead Reference must include a cover letter of recommendation. A Lead Reference is an adult advocate with solid knowledge of the applicant's inspiring activities. Examples of Lead References include colleagues, supervisors, clients, customers, community members, partners, and community leaders.
5. The nominee's family members cannot act as the Lead Reference but may submit Letters of Recommendation.
6. All required application materials, including the Lead Reference letter and at least one Additional Letter of Recommendation, must be included at the time of submission. **Incomplete applications will not be considered.**
7. **If documents are submitted separately via email, please complete the checklist and attach it to your email with the other documents. The subject should be LHJ Award NOMINATION for (nominee name). Email to lynn@kivainstitute.com.**
8. Once submitted, the application's contents are considered public information and should not include private or privileged information. KIVA will not use personally identifiable information on its public media platforms.

By submitting an entry for the Lucinda Hughes-Juan Award for Outstanding Service by an Administrative Professional, each nominator and nominee acknowledges reading and understanding all the selection criteria and nomination requirements published on the website and herein and agrees to observe them. Further, each nominator and nominee acknowledge and agrees to cooperate in publicizing the Hughes-Juan Award and will grant rights to the nominating materials included in the submission.

Questions? Email Lynn at lynn@kivainstitute.com

SAMPLE ONLY – NOMINATIONS FORM MUST BE COMPLETED ONLINE

NOMINATOR INFORMATION & NOMINEE PROFILE

Your name and other contact info. When you complete the online form, you will be pulled from the Profile you created.

Nominator Name:

Preferred Contact Method:

In what capacity are you making the nomination?

Nominee Name:

Nominee Email address:

Nominee Mailing Address, City, State, Zip:

Nominee’s Employer and Position during the Project:

Project Website Address (if applicable):

Project Facebook Page (if applicable):

Project YouTube Address (if applicable):

Project Twitter Account (if applicable):

Project Instagram Account (if applicable):

Type of Project: Please select Humanitarian, Public Service, or Environmental, depending on the focus of your project.

Project Title and Short Description: Please limit it to 50 words.

How did you hear about the Lucinda Hughes-Juan Award? Please select one option from the dropdown list.

Name of Organization Nominee is Currently Employed by:

Mailing Address:

City:

State:

Zip Code:

Personal Contact Information will be kept confidential:

Contact Phone Number:

Contact Email:

SUMMARY AND ESSAY FROM THE NOMINEE

Project Summary

Your summary should not exceed 250 words. Feel free to include any personal challenges you have overcome. **Type summary or cut and paste summary from another document.**

Project Essay

Your essay should not exceed a total of 1,500 words and must address the following three questions:

- What inspired you to organize this service activity?
- What did you hope to accomplish by leading this service activity, and what did you accomplish? If the two are different, why?
- What have you learned from the experience—about yourself and the world?

Supplemental Information – submit via email to lynn@kivainstitute.com (pictures, newspaper clippings, etc.).

The Project Essay may be typed in, copied, and pasted in the appropriate text box.

LETTERS OF RECOMMENDATION

The nominator and nominee are required to include at least two Letters of Recommendation—one from the Nominee/Lead Reference and at least one Additional Letter of Recommendation. A Nominee/Lead Reference should know your service works well and can answer specific questions about it.

The nominator and nominee should request at least one additional letter of reference for the Award. Then, they should submit the letter(s) directly and confidentially via email.

The Nominator is responsible for submitting the letters(s) by the application deadline. Late submissions are not accepted.

GUIDELINES FOR THE LEAD REFERENCE LETTER

A Lead Reference knows the nominee's service work well and can answer specific questions about it.

- A family member cannot serve as the Lead Reference.
- The letter should not exceed 1,000 words.
- The letter should answer the following five questions:
 1. What is the relationship between the Lead Reference and the applicant?
 2. What service activity did the applicant perform, and what was the applicant's specific leadership role in that activity?
 3. What obstacles and/or challenges did the applicant overcome while leading this service activity?
 4. What were the verifiable results of the applicant's service activity?
 5. How has the applicant demonstrated inspiring character qualities such as courage, compassion, dedication, generosity, and perseverance?

GUIDELINES FOR ADDITIONAL LETTERS OF RECOMMENDATION

- Letters should verify the applicant's service achievements.
- Letters should attest to the applicant's general character and include how he/she has demonstrated inspiring character qualities such as courage, compassion, dedication, generosity, and perseverance.
- Letters should include how the recommender knows the applicant.
- Letters should not exceed 500 words.
- Family members cannot provide Letters of Recommendation.