

Joan Kuyper Farver Spirit Award FAQ

1. When can I nominate a fellow team member for this special award?

From January 16 through March 15, 2018.

2. How can I access the form?

It is an online form found on the Pella Rolscreen Foundation site: www.pellarolscreen.com. Click on the Spirit Award tab and then click Nomination Form. The nomination form requires you to set up an account to complete the form. Other information, including a Frequently Asked Questions (FAQ) is available on the site and will be helpful in completing the application.

3. Do I need to know which organization the winner will select?

No. That will be determined by the winner when he or she is contacted to announce the selection. That person can choose which qualified organization will receive the award.

4. What is meant by a “qualified organization”?

One that is eligible for Matching Gifts. The tab also lists organizations that are currently eligible as well as guidelines for adding new organizations.

5. Are all currently approved organizations eligible for the Spirit Award grants?

The only exception is that House of Worship projects will not qualify as they have separate guidelines and limits. Also, only organizations within the United States are eligible to receive funding through the Pella Rolscreen Foundation, which is providing funding for the awards.

6. How much will the grant be?

The winner will have a \$25,000 grant given to an organization in his or her name. Up to 10 \$2,500 Honorary Awards may be given. Thus it is possible that 11 team members will be recognized in this unique way.

7. Can I nominate more than one person?

Each team member is eligible to nominate only one fellow team member.

8. What if others nominate the same person.

That is not a problem. All such nominations will be reviewed together during the Award Committee selection process.

9. How much information is required?

The form has five questions, and space will expand as needed to answer each question. It was created to be as simple as possible yet provide sufficient information for the Award Committee to make the selection.

10. Do I have to tell my nominee that I am submitting the form?

You will be asked how long you have known the person and whether you have visited with him or her about being nominated. It will be an opportunity to verify facts and gain information that may be helpful in completing the form. It will also be a compliment to the person you have selected to know that you feel he or she is deserving of the award.

11. What if I still have questions? Whom can I contact?

Start with your manager or HR manager or rep. He or she will answer your questions or find the answer and get back to you.

12. How will the grants be presented to the organizations selected by the winners? The exact process may depend upon each situation, but the organization will be made aware of the significance of the Joan Kuyper Farver Spirit Award, what it means, and that it is given in honor of a deserving Pella Corporation team member.

13. Who will determine the winners?

A special committee is being formed to review and score all applications. The committee consists of Pella Corporation retirees who knew Joan and valued her strong commitment to serving others. Applications reviewed will not include the name of the nominee.

14. When will the winners be announced?

At a special ceremony on April 19, 2018, during National Volunteerism Week.