

## Joan Kuyper Farver Spirit Award FAQ

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

Now until Friday, July 30, 2021.

### 2. How can I access the form?

It is an online form found on the Pella Rolscreen Foundation site: [www.pellarolscreen.com](http://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 recipient 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 overall recipient will have a \$25,000 grant given to an organization in his or her name. Up to \$25,000 in Honorary Awards may also be given.

### 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. Can I nominate a past award recipient?

Past Spirit Award Winners are not eligible. Honorable mentions are ineligible the year following their award. For example, the 2020 honorable mentions are not eligible for the 2021 award process but will be thereafter.

### 10. How much information is required?

The nomination form has three brief questions – how you know the team member you are nominating, why you are nominating the team member and what you can share about the team member’s community volunteerism.. In addition, you will need to provide the team member’s email address.

**11. Do I have to tell the team member that I am nominating them?**

After you complete the form, the team member will receive an email asking for additional information about their community volunteerism. We ask that you let them know you have nominated them and that they will be receiving an email to complete the nomination process.

**12. What if I still have questions?**

Contact Foundation Administrator Katie Miller, 641.621.6968 or [millerkm@pella.com](mailto:millerkm@pella.com)

**13. How will the grants be presented to the organizations selected by the recipients?** 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.

**14. Who will determine the recipients?**

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.

**15. When will the recipients be announced?**

At a special ceremony will be held in November.