

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

Now through August 15, 2025.

2. How can I access the form?

It is an online form on the Pella Rolscreen Foundation site: <u>www.pellarolscreen.com</u>. 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.

3. Can I nominate more than one person?

Each team member is eligible to nominate only one team member or family member.

4. 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.

5. Can I nominate a past award recipient?

Past Spirit Award winners are not eligible. Honorable mentions/finalists are ineligible the year following their award. For example, the 2024 finalists are not eligible for the 2025 award process but will be thereafter.

6. 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.

7. Should I tell the team member or family member I am nominating them?

After you complete the form, the team member or family 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 receive an email (which might appear in their junk mail) to complete the nomination process.

8. How will the grants be presented to the organizations selected by the recipients? The exact process may depend upon each situation. Still, 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 team member.

9. 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.

10. When will the recipients be announced?

At a special ceremony held on November 11.

11. Who do I contact with questions?

Contact Foundation Administrator Katie Miller, 641.621.6968 or millerkm@pella.com.