



## Awards – Frequently Asked Questions

### Creating a New Award

Q: What is the process for a task force to create a new award?

A: I believe they would need to develop criteria, score sheet and present to the VP Council, and new awards information is needed before the National Meeting so it can be announced at committee meetings. A few years back the Recognition Committee voted that all new awards must be in place by the national meeting.

Q: Who pursues a donor for that award? It is up to the task force to find a donor.

A: The VP for Marketing & Outreach can assist with the process.

Q: A task force wants to combine two awards. What is the process? Who would contact the donors to make sure this is alright with them? Do they need to have the proposed one award done by 2014 spring board meeting?

A: A committee member talk to the donor and a proposal by Spring Board seems appropriate.

### Current Awards

Q: Does the task force need to confirm continued support by the donor? If so, how is that done?

A: As part of the NAE4-HA Partner Program, the Executive Director reaches out to each prior year's sponsor to confirm the continuation of sponsorship. If the sponsor is not going to continue, then it will be up to the task force to find a new sponsor. Otherwise, the award will not have a cash benefit.

Q: How does the task force get the award applicants to select the winner?

A: The task force can develop a review committee from members of the group to review applications. In the past, the Regional Award winning applications were sent to the Task Force Chair to have them judged. Sometimes it is hard to find those people! This year, they will be judged electronic and I will need names and email addresses of judges to put in the awards system so they can enter the program and judge.

Q: When do they have to have this selection done and who do they give the results to?

A: Selections must be made in time for the next rounds of submission deadlines. Results are given to the Member Recognition Chair.

March 1, 2014 – state application submission deadline

April 1, 2014 – regional application submission deadline

May 1, 2014 – national application submission deadline

- Q: Who does the task force follow up with for presentation of the award...getting the plaque or certificate, getting the check, who presents it?
- A: The task force needs to cover the cost of the plaque. Presentations depends on if it is a Regional and/or National Award. All plaques and certificates are ordered by the Member Recognition Chair unless the award descriptions specifies something else. If the task force wants to present the award or do something special, it needs to be in the award description.