

# Standing Ovation Award

## PURPOSE

This award recognizes the accomplishments of any chapter, region or individual that has taken an outstanding or unique approach to furthering ARMA International's "Vision & Mission", the "Who We Are" of ARMA International by enhancing the profession of records management or information governance.

## DESCRIPTION

This award recognizes an outstanding or unique accomplishment by a chapter, region or individual. The accomplishment must be something progressive, leading-edge, pioneering or state-of-the-art that includes the use of SMART goals (i.e., specific, measurable, achievable, relevant and time-bound). The finish date of the accomplishment must be within the fiscal year just completed (July 1 – June 30). For example, if the application is submitted on March 25, 2016, the accomplishment must have been completed by June 30, 2015.

## ELIGIBILITY

This award is open to all ARMA-chartered chapters and regions and Professional members in good standing. Entries must be something progressive, leading-edge, pioneering or state-of-the-art that includes the use of SMART goals and was implemented within the fiscal year just completed (July 1 – June 30). There should be specified start and finish dates, and a purpose with a measurable means of success or specified finished product that benefits the records management and information governance profession.

## SUBMISSION CONTENT AND FORMAT

The accomplishment may have taken the form of an innovative project, resource, tool, or other tangible form that aligns with ARMA International's vision, mission, core values, and goals and demonstrates advancement of the records management and information governance profession. For example, a chapter or region may have had an innovative method for managing or auditing finances or increasing comprehension of the records management principles in a business community or professional discipline.

Submissions should be submitted in the following format:

### **Profile** (not measured)

- Individual, Chapter or Region Name
- Contact Information (of individual submitting)
- Start Date (mm/yyyy or yyyy/mm)

- End Date (mm/yyyy or yyyy/mm)
- Description of Accomplishment (maximum 75 words)

**Needs Assessment** (10 points, weight = 2)

- Description of need for this accomplishment (1-2 paragraphs, maximum 150 words)
- What was the objective? (1-2 paragraphs, maximum 150 words)

**Solution(s) Defined** (20 points, weight = 2)

- Identify the outcome of the objectives
- Identify who was involved
- Describe how they were selected
- Identify what resources were required for implementation
- Identify costs to develop and implement the accomplishment
- State the measurements of each objective that established success

**The Implementation Process** (10 points, weight= 1)

- Provide a description of the approach taken (maximum 500 words)
- Describe steps taken to protect privacy, sensitive information, and steps taken to retain professional ethics (maximum of 250 words)

**Benefits Achieved** (15 points, weight=2)

- Describe the benefits experienced as a result of this accomplishment (maximum 500 words)

**Overall Assessment** (not measured)

- Provide name and contact information of someone involved in the accomplishment that can provide an objective or unbiased account.

In evaluating submissions, the award will be based and judged on the weighted, point-based criteria shown below. To be eligible for consideration of this award, you must obtain a minimum of 70 points awarded. A maximum of the top 3 scorers will be awarded the Standing Ovation Award.

Item	Criteria	Weight	Points	Total Possible	Points Awarded	Total Score
Needs Assessment	Need because of: a low rating in at least one of The Principles; lack of resources, tools, or training to effectively manage records	2	10	20		

Item	Criteria	Weight	Points	Total Possible	Points Awarded	Total Score
	and information; a lack of career or professional development opportunities; or, other need to promote The Principles and/or information governance best practices					
Solution(s) Defined	Solutions designed to: promote profession of RIM or IG; increase interest in the profession by demonstrating an increase in participation or volunteerism in the profession; maximize benefits to the profession; improve operational structure or efficiency within an organization; foster fiscally responsible actions within an organization; or, facilitate discoverability within an organization, or increase records management and information governance competency	2	20	40		
Implementation Process	Fostered an information sharing ethic and culture; proper and efficient use of appropriate resources; utilized project plan; fiscally responsible; and, had SMART goals ( <b>S</b> pecific, <b>M</b> easurable, <b>A</b> chievable, <b>R</b> elevant and <b>T</b> ime-bound); compliance with The Principles	1	10	10		
Benefits Achieved	Enhancement of the RIM or IG profession; increased interest in the profession by demonstrating an increase in participation or volunteerism in the profession; maximized benefits to the profession; improved operational structure or efficiency within an organization; fostered fiscally responsible actions within an organization; or, facilitated discoverability within an organization, or increased records management and information governance competency	2	15	30		
<b>TOTAL:</b>				100		

**SUBMISSION PROCESS AND DEADLINE**

Submit one electronic copy of your submission using the [online application](#) by July 1<sup>st</sup>.