NASW TEXAS
Branch & Chapter Awards Training
2023 - 2024
Meet the Presenter

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Meet the Presenter

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Office Hours (M-F): 9:00am – 5:00pm (CDT)
Agenda

I. Process Overview & General Timeline
II. Awards Categories
III. Branch Awards– Guidelines
IV. Branch Awards– Best Practices
V. Chapter Awards– Submission Tips
VI. Chapter Awards– Nomination Packets
VII. Addt’l Procedure: Non-Member Awards
VIII. Chapter Awards Selection Process
IV. Reminder: Awards Info Online
V. Questions

Purpose

To recognize the work, accomplishments, and contributions of our members while promoting the social work profession and its values.
Process Overview & General Timeline

**BRANCH AWARDS**
Led by Branch Leaders (*NLIC Rep, Chair, etc.*). Processes and timelines for promotion, nomination review, and awardee selection are developed independently by each Branch.

**CHAPTER AWARDS**
Led by NASW-TX Board Chapter Awards Ad Hoc Committee.

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<th>NOV/DEC 2023</th>
<th>MARCH 2024</th>
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<td><strong>Branch Process Begins</strong></td>
<td><strong>Branch Awards Banquet / Social Work Month Celebration</strong></td>
<td><strong>Deadline to submit Branch Awardees to be recognized in the E-News</strong></td>
<td><strong>Deadline to submit Branch Recipient packets for Chapter Awards consideration</strong></td>
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Awards Categories

- Lifetime Achievement
- Social Worker of the Year
- Social Work Student of the Year
  - MSW, BSW and PhD considered together for the Chapter Awards
- Public Citizen of the Year
- Public Elected Official of the Year
- Media Award
Branch Awards– Guidelines

- Submit Branch Awardees to be recognized in the E-News by **April 1**
- Submit Chapter Nomination Packets at [naswtx.org](http://naswtx.org) by **April 28**
- Current Board Members, Branch Chairs & NLIC Representatives may not be considered for an award.
- Currently employed staff of NASW-TX may not make nominations or write letters of recommendation.
- A nominee who has been reprimanded by NASW-TX or who has had action taken against their license by the licensing board in the last 5 years is ineligible.
- Nominations may be made by current members only.
- Nominees for Lifetime Achievement, Social Worker of the Year and Social Work Student of the Year must be current members.

REMINDER!

**Confirming a nominee’s membership will be the first step in the nomination process!**
Branch Awards– Best Practices

- Communicate contact info for your Branch’s designated Awards Coordinator with Deanna Gabelein (dgabelein.naswtx@socialworkers.org)
- Utilize this fillable PDF form or create a digital submission form (example)
- Promote nominations on your listserv and FB page – INCLUDE DEADLINES!
- Be transparent and equitable with your local membership, especially for promotion
- Confirm receipt of all nominations
- Remain confidential in the nomination review and selection process

NOMINATING COMMITTEE

- Chaired by the NLIC Branch Rep (or Branch Chair), acts as the Awards Coordinator
- Includes two (2) or more Branch members, selected by the Steering Committee

Branch Nominating Committees recruit elected leaders or steering committee members and manage the annual Branch Awards submission and nominations process.

BANQUET/AWARDS CEREMONY PLANNING

- Celebrate social work month (March) by recognizing your awardees at an annual event
- Access the Event Planning worksheet and example banquet checklist HERE
Chapter Awards – Submission Tips

• Chapter Awards participation is optional.
  ○ You can submit for one, some or all categories.
  ○ Only one submission per category.

• Allow 2–3 weeks to compile each nomination packet.
  ○ As soon as you have determined who the branch will be nominating, you can submit their nomination.

• Only online submissions made through the NASW-TX website will be accepted.
Chapter Awards– Nomination Packets

PACKETS MUST INCLUDE ALL OF THE FOLLOWING:

1. Completed [online nomination form](#)
2. One-page summary of contributions
3. Curriculum vita/resume
4. Photo of nominee
5. Three letters of recommendation
   - Letterhead preferred.
   - Must include phone and email of author.
   - Usually highlight one aspect of nominee’s career.
6. If Public Elected Official, Public Citizen or Media Award nominee, will need to confirm they have received the [NASW Code of Ethics Preamble](#).
Additional Procedure for Non-Member Awards

The Public Citizen, Public Elected Official and Media nominees...

- Must be informed in writing of the NASW Code of Ethics Preamble (online & in your information packet)
- Should agree that they understand and are in support of these values, policies, and principles.
- Must be vetted by the branch for publicly-made statements and/or actions that are in direct conflict with the Code of Ethics’ values, policies, or principles.
- If a nominee in this category has any public record of statements and/or actions that conflict with the Code, values, policies, and principles, the nominating branch must include this information with the nomination packet.
Chapter Awards Selection Process

1. At the April board meeting, 3–4 board members volunteer to be a part of the Chapter Awards Ad-Hoc Committee.

2. **Round 1** – Chapter Awards Ad-Hoc Committee evaluates all nomination packets and selects the top three finalists in each category.

3. **Round 2** – All board members assess the materials for the top three finalists in each category and rank them. The votes are tallied and the nominees with the lowest score in each category win the Chapter Award.
Reminder: Awards Info Online

- NASW-TX website, [naswtx.org](http://naswtx.org)
- From the navigation bar at the top of the page, select “Members” and then “Awards”
Download the NEW digital NASW-TX Leadership Guide!

naswtx.org/LeadershipResources
Questions?