

Chapter 5 International Awards Program

Award Nomination Forms



Remember: All award nominations along with the proper submission requirements must be sent to the IAWP Administrative Office in the category in which you are submitting. Nominations must be postmarked by MARCH 1 of the year in which the award will be given.

If you have any questions about the awards program, please contact the awards chair. Good luck!



Advancing Workforce Development Standard Nomination Form

ENTRIES MUST BE POSTMARKED BY MARCH 1 (of the year in which the award will be given)

1. Check the specific award for which this nomination is submitted

- Citation Award
 - Individual: Individual Citation Award Chair
 - Group: Group Citation Award Chair
- Specialized Customer Services
 - Individual: Specialized Customer Services/Services to People with Disabilities Subcommittee Chair
 - Group: Specialized Customer Services/Services to People with Disabilities Subcommittee Chair
- Services to Veterans
 - Individual: Services to Veterans Subcommittee Chair
 - Group: Services to Veterans Subcommittee Chair
- Unemployment Insurance
 - Individual: Unemployment Insurance Subcommittee Chair
 - Group: Unemployment Insurance Subcommittee Chair
- Public Policy: Legislative Committee Chair
- Administrator: International President
- One-Stop: International President

2. This nomination is submitted by the _____ Chapter

3. Name of Nominee _____

(if group, attach additional pages answering all parts of "Name of Nominee" for each group member)

Professional Title _____
Employer/Organization _____
Complete Address _____
Country _____
Telephone _____ Fax _____

4. Name of Nominator _____ Member Non-member

Verification of membership _____

5. Person to whom nomination should be returned _____

Complete Address _____
Country _____
Telephone _____ Fax _____

6. Chapter President's Signature _____

or signature of the International Development Subcommittee when submitting for the Ealton Nelson Award – see Ealton Nelson Nomination Submission Components

7. Date Submitted _____

8. IAWP Mailing and Postmark Verification Policy

1. All IAWP entries must be postmarked on or before the published deadline. When mailing entries, chapters are encouraged to:
 - Use registered or certified mail requiring signature receipt
 - Mail entries one or two weeks before the deadline
 - Mail to the IAWP Administrative Office, 1801 Louisville Road, Frankfort, KY 40601
2. Chapters are strongly discouraged from using their agency/employer's metered mail for IAWP business
3. Entries without postmarks will be considered if received within three (3) working days of the deadline.

Advancing IAWP Standard Nomination Form

ENTRIES MUST BE POSTMARKED BY MARCH 1 (of the year in which the award will be given)

1. Check the specific award for which this nomination is submitted

- Award of Merit
 - Individual: Individual Award of Merit Chair
 - Group: Group Award of Merit Chair
- Lifetime Achievement, Immediate Past President
- International Development
 - Individual/Group: International Development Subcommittee Chair
 - Chapter: International Development Subcommittee Chair
- Ealton Nelson (*chair's discretionary, not open to chapters for nomination*)
 - Individual: International Development Subcommittee Chair
 - Chapter: International Development Subcommittee Chair
- Retiree: Retiree Subcommittee Chair
- Education: Educational Development Committee Chair
- Legislation: Legislative Steering Committee Chair
- Communication: Communication Award Chair
- Professional Practices: Chapter Achievement Chair
- Overall Membership: Membership Chair

2. This nomination is submitted by the _____ Chapter

3. Name of Nominee _____

(if group, attach additional pages answering all parts of "Name of Nominee" for each group member)

Professional Title _____

Employer/Organization _____

Complete Address _____

Country _____

Telephone _____ Fax _____

4. Name of Nominator _____ Member Non-member

Verification of membership

5. Person to whom nomination should be returned _____

Complete Address _____

Country _____

Telephone _____ Fax _____

6. Chapter President's Signature _____

or signature of the International Development Subcommittee when submitting for the Ealton Nelson Award – see Ealton Nelson Nomination Submission Components

7. Date Submitted _____

8. IAWP Mailing and Postmark Verification Policy

1. All IAWP entries must be postmarked on or before the published deadline. When mailing entries, chapters are encouraged to:
 - Use registered or certified mail requiring signature receipt
 - Mail entries one or two weeks before the deadline
 - Mail to the IAWP Administrative Office, 1801 Louisville Road, Frankfort, KY 40601
2. Chapters are strongly discouraged from using their agency/employer's metered mail for IAWP business
Entries without postmarks will be considered if received within three (3) working days of the deadline.

Membership Awards Nomination Form

*(Deadline is April 30th and **Must** be for current membership year (January 1 – December 31))*

Chapter: _____ **Date:** _____

Name of Nominee: _____

Using the space below, and the reverse if necessary, list the names of all members recruited by this nominee. Please indicate if the member is a new member by checking the box beside the name.

Member Name	New Member (Check, applicable)	Member Name	New Member (Check, applicable)
1 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	26 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
2 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	27 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
3 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	28 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
4 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	29 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
5 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	30 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
6 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	31 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
7 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	32 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
8 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	33 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
9 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	34 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
10 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	35 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
11 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	36 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
12 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	37 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
13 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	38 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
14 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	39 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
15 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	40 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
16 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	41 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
17 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	42 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
18 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	43 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
19 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	44 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
20 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	45 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
21 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	46 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
22 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	47 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
23 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	48 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
24 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	49 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member
25 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member	50 _____	<input type="checkbox"/> New Member <input type="checkbox"/> Partner Member

Chapter President’s Signature: _____

*Mail or FAX to the IAWP Administrative Office, 1801 Louisville Road, Frankfort, KY 40601; Fax: 502-223-4127
(For Administrative Office Use Only)*

The applicant has qualified for the following awards:

- President’s Honor Roll (10 members) Bronze Keys (10 new members) Platinum Key (most new members recruited)
- Silver Keys (25 new members) Gold Keys (50 new members) Diamond Key (most new partner members)

Keeper Korps Nomination Form

Must be for current membership year (January 1 – December 31)

Chapter: _____ **Date:** _____

On behalf of my chapter, the nominee named below is submitted as the one individual most responsible for membership renewal achievement in my chapter during the contest year.

Name of Nominee: _____

Chapter President's Signature: _____

**Deadline is April 30th.
Mail or FAX to the IAWP Administrative Office,
1801 Louisville Road, Frankfort, KY 40601
502-223-4127**

Introduction

Individuals, groups, and chapters may receive awards from IAWP for advancing workforce development or advancing IAWP objectives. The awards program is a vital part of the association. It allows IAWP to recognize the outstanding efforts of workforce professionals. Below you will find charts for quick reference. Next, you will find requirements for each award category. Lastly, you will find award nomination forms including standard nomination forms.

Handy Awards Reference Charts

Advancing Workforce Development

Advancing IAWP Objectives

Award Category	1 st Place	2 nd Place	Tangible	Chapter	Ach. Pts.
Citation – Individual	One	None	Award	Yes	15
Citation – Group	One	None	Award	Yes	15
Specialized Customer Services - Individual	One	One	Award & Certificate	Yes	15
Specialized Customer Services - Group	One	One	Award & Certificate	Yes	15
Services to Veterans - Individual	One	One	Award & Certificate	Yes	15
Services to Veterans - Group	One	One	Award & Certificate	Yes	15
Unemployment Insurance Individual	One	One	Award & Certificate	Yes	30
Unemployment Insurance Group	One	One	Award & Certificate	Yes	30
Public Policy	One	None	Award	No	
Administrator	One	None	Award	No	
One-Stop	One	One	Award & Certificate	No	

Award Category	1 st Place	2 nd Place	Tangible	Chapter	Ach. Pts.
Individual or Group					
Merit - Individual	One	One	Award/Cert	Yes	15
Merit - Group	One	One	Award/Cert	Yes	15
Lifetime Achievement	One	None	Award	No	
Intl Development Individual/Group	One	Hon. Mention	Certificate	Yes	15
Ealton Nelson Individual/Group	One	Hon. Mention	Award	No	
Retiree	One	One	Award/Cert	Yes	15
Diamond Award	One	None	Award	No	
Platinum Key	One	None	Award	No	
Gold Key	All who qualify	None	Award	No	
Silver Key	All who qualify	None	Award	No	
Bronze Key	All who qualify	None	Award	No	
Pres Honor Roll	All who qualify	None	Award	No	
Keeper Korps	All who qualify	None	Award	No	
Chapter					
Education	Max Points	None	Award	Yes	100
Legislation	Max Points	None	Certificate	Yes	60
Communication	Max Points	None	Certificate	Yes	45
Professional Practices	Max Points	None	Certificate	Yes	50
Overall Membership	All who qualify	None	Award	Yes	35
Intl Development Chapter	One	Hon. Mention	Certificate	Yes	25

Ealton Nelson – Chapter	One	Hon. Mention	Award	No	
Award Category	1 st Place	2 nd Place	Tangible	Chapter	Ach. Pts.
December Jumpstart!	Nine	None	Certificate & Conf. Program Credit	No	
Membership Retention	All who qualify	None	Certificate	No	
New members	Six	None	Certificate	No	
Big 120	All who qualify	None	Certificate	No	
Most Improved	One	None	Award	No	
Chapter Achievement	One	None	Award	No	

Notes

Awards Criteria, Eligibility, and Submissions

A. Advancing Workforce Development

1. Citation Award *member or nonmember – individual and group*

The IAWP Citation Award is one of the highest honors IAWP presents to individuals or groups. The first recipient of the Award was U.S. Secretary of Labor Frances Perkins in 1948. Under the pre-2000 award criteria, two U.S. Presidents (Harry S. Truman and John F. Kennedy), numerous U.S. Senators and Representatives, notable employers, educators and media personalities, as well as high-ranking government officials from both the US and abroad also received this honor.

Under the current award criteria, the IAWP Citation Award continues to recognize individuals and groups who made outstanding contributions to IAWP or to workforce development programs. The nominees, however, must be from a private sector or non-governmental nonprofit organization and not employed by a workforce development entity. Chapter-level Citation Award activities are recognized by the giving of chapter achievement points.

CRITERIA

One or more of the following achievements is required for the Citation Award:

A. Promoting Legislation

Performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel.

B. Specialized Customer Services

Displayed a great interest and performed outstanding services in specialized customer fields, including, but not limited to, vocational training, welfare-to-work, people with disabilities, unemployment insurance/compensation, and youth.

C. Health and Working Conditions

Demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs.

D. Professional Advancement

Performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs.

E. Community Awareness

Performed outstanding work in encouraging either employers or potential customer groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- The nominee must be from a private sector or non-governmental, nonprofit organization, not employed by a workforce development entity, from a nation affiliated with IAWP.
- Nominees need not be an IAWP member if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.

- Each chapter may submit only one individual and one group nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

Note: Based on the quality of nominations, the selection team can decide not to present a Citation Award in either category.

NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate it held a chapter Citation Award contest. This can be demonstrated by including a copy of an announcement to promote the chapter's Citation Award contest. To earn chapter achievement points, the chapter must also demonstrate that it chose a Citation Award chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative, and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Citation Award Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Citation Award Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team co-chairs, who will be the co-chairs of the IAWP Citation Award Subcommittee;
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team;
3. The subcommittee co-chairs will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals; and
4. According to established procedures, the nominees selected to receive the individual or group Citation Award and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- Only one individual winner and one group winner will be recognized.
- The winners and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- Chapter Achievement points in the Citation Award category will be given to chapters as set forth on the Citation Award Chapter Achievement Award Report.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual

15 Group

Advancing Workforce Development: Citation Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

- | | | |
|---|-----|-------|
| A. Promotion of Legislation | 0-5 | _____ |
| Nominee performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel. | | |
| B. Specialized Customer Services | 0-5 | _____ |
| Nominee displayed a great interest and performed outstanding services in specialized client fields, including, but not limited to, vocational training, welfare-to-work, people with disabilities, unemployment insurance/compensation and youth. | | |
| C. Health and Working Conditions | 0-5 | _____ |
| Nominee demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs. | | |
| D. Professional Advancement | 0-5 | _____ |
| Nominee performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs. | | |
| E. Community Awareness | 0-5 | _____ |
| Nominee performed outstanding work in encouraging either employers or potential client groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community. | | |

INDIVIDUAL INITIATIVE Check the one that applies

- Beyond normal job responsibilities and hours of work, or (5 points)
- Within job responsibilities, but required considerable outside work, or (3 points)
- Within job responsibilities and required no extra effort (1 points) _____

NOMINATION SUBMISSION COMPONENTS

- | | | |
|---|-----------|-------|
| Double Spaced /Font | 0-1 | _____ |
| Binder | 0-1 | _____ |
| Tabs | 0-1 | _____ |
| Standard Nomination Form | 0-1 | _____ |
| TOTAL POSSIBLE POINTS <i>(for judging purposes only)</i> | 34 | _____ |

Advancing Workforce Development: Citation Award Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold an individual Citation Award Contest? (a copy of an announcement to promote the chapter individual Citation Award contest is sufficient documentation) 0 or 6 _____

Did the chapter hold a group Citation Award Contest? (a copy of an announcement to promote the chapter group Citation Award contest is sufficient documentation) 0 or 6 _____

B. Chapter Awards Selection and Event

Does the chapter award program provide for the presentation of a commemorative award to the individual winner? (a copy of the previous year’s award presentation program is sufficient documentation) 0 or 6 _____

Does the chapter award program provide for the presentation of a commemorative award to the group winner? (a copy of the previous year’s award presentation program is sufficient documentation is sufficient) 0 or 6 _____

C. International Contest

Did the chapter’s individual Citation Award nomination earn 1st place in the international individual Citation Award category? 0 or 3 _____

Did the chapter’s individual Citation Award nomination earn 2nd place in the international individual Citation Award category? 0 or 2 _____

Did the chapter’s group Citation Award nomination earn 1st place in the international group Citation Award category? 0 or 3 _____

Did the chapter’s group Citation Award nomination earn 2nd place in the international group Citation Award category? 0 or 2 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS **30** _____

Notes

2. Specialized Customer Services *member or nonmember– individual and group*

To recognize an outstanding, innovative program of awareness, and further a specialized segment of the workforce, including, but not limited to, vocational rehabilitation, welfare-to-work, people with disabilities and youth. To recognize chapter award activities in this area. (Veterans Services are included in a separate category. See #3 on page 73.)

CRITERIA

One or more of the following achievements is required for the Specialized Customer Services Award.

A. Specialized Customer Services Awareness

Successfully engaged audiences in a productive examination of the workforce development issues relevant to the customer needs.

B. Resource Promotion

Performed outstanding work in encouraging either employers or potential customer groups to use workforce development services, thus enhancing the relationship between workforce development providers and the community.

C. Employment Opportunity

Demonstrated outstanding leadership on issues or programs that had substantial impact on the improvement of working opportunities or working conditions for customer groups.

D. Partnering

Collaborated with an organization or appropriate audience to take action on critical issues concerning workforce development for customer groups.

E. Customer Services

Demonstrated exceptional devotion and performed outstanding services for the betterment of customer groups (including lifestyle services).

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees need not be an IAWP member if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one individual and one group nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION SUBMISSION COMPONENTS**A. Nomination Presentation**

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this summary will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate that it held a chapter Specialized Customer Services Award contest. This can be demonstrated by including a copy of an announcement to promote the chapter's Specialized Customer Services Award contest. To earn chapter achievement points, the chapter must also demonstrate that it chose a Specialized Customer Services Award chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and, documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Specialized Customer Services Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Specialized Customer Service Awards Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the IAWP Specialized Customer Services Subcommittee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The subcommittee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals; and
4. According to established procedures, the nominees selected to receive the Specialized Customer Service Individual and Group Award and the nominating chapters will be notified of the results of the selection process.

RECOGNITION

- One 1st place and one 2nd place individual winner and one 1st place and one 2nd place group winner will be recognized.
- The winners and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- Chapter Achievement points in the Specialized Customer Service Award category will be given to chapters as set forth on the Specialized Customer Service Award Chapter Achievement Award Report.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual

15 Group

Notes

Advancing Workforce Development: Specialized Customer Services Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____

Individual

Group

Nominee: _____

Judge: _____

CRITERIA

- A. Specialized Customer Services Awareness** 0-5 _____

The individual/group has displayed successful activities to make the public aware of services offered to special customer groups; special customer groups are successfully using the programs offered in workforce development programs, etc.
- B. Resource Promotion** 0-5 _____

The individual/group shows efforts to involve the community in its promotion of the specialized customer; through promotion activities employers in a given community are increased by showing of their involvement in using the services provided to specialized customers through hiring rates, training, etc.
- C. Employment Opportunity** 0-5 _____

Employment of individuals in this group have increased in the year prior to the year the award is given; programs to increase employment of these individuals are new innovative ideas; working conditions for specialized customers have improved for the specialized customer due to employers use of the program, etc.
- D. Partnering** 0-5 _____

All concerned partners are aware of the activities and programs used in serving the specialized customer; organizations involved in Workforce Development are involved jointly, and not separately to insure the best in quality service to the specialized customer, etc.)
- E. Customer Services** 0-5 _____

Demonstrated exceptional devotion and performed outstanding services for the betterment of customer groups (including lifestyle services).
- F. Membership** 0 or 3 _____

Is the individual nominee an IAWP member? Or Is 2/3 (66%) of the group IAWP members?

NOMINATION SUBMISSION COMPONENTS

- Double Spaced /Font 0-1 _____
- Binder 0-1 _____
- Tabs 0-1 _____
- Standard Nomination Form 0-1 _____
- TOTAL POSSIBLE POINTS** *(for judging purposes only)* **32** _____

Advancing Workforce Development: Specialized Customer Services Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold an individual Specialized Customer Services Award Contest? (a copy of an announcement to promote the chapter individual Specialized Customer Services Award contest is sufficient documentation) 0 or 6 _____

Did the chapter hold a group Specialized Customer Services Award Contest? (a copy of an announcement to promote the chapter group Specialized Customer Services Award contest is sufficient documentation) 0 or 6 _____

B. Chapter Awards Selection and Event

Did the chapter choose an individual Specialized Customer Services Award Winner and present the winner with a commemorative award? (a copy of the previous year's award presentation program is sufficient documentation) 0 or 6 _____

Did the chapter choose a group Specialized Customer Services Award Winner and present the winner with a commemorative award? (a copy of the previous year's award presentation program is sufficient documentation) 0 or 6 _____

C. International Contest

Did the chapter's individual Specialized Customer Services Award nomination earn 1st place in the international individual Specialized Customer Services Award category? 0 or 3 _____

Did the chapter's individual Specialized Customer Services Award nomination earn 2nd place in the international individual Specialized Customer Services Award category? 0 or 2 _____

Did the chapter's group Specialized Customer Services Award nomination earn 1st place in the international group Specialized Customer Services Award category? 0 or 3 _____

Did the chapter's group Specialized Customer Services Award nomination earn 2nd place in the international group Specialized Customer Services Award category? 0 or 2 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS **30** _____

3. Services to Veterans member or nonmember – individual and group

To recognize those who have done the most to assist veterans and promote interest in their rights in the workplace. To recognize an outstanding, innovative program of awareness and furthering of veterans' interests and rights in the workforce. To recognize chapter award activity in this area.

CRITERIA

One or more of the following achievements should apply to the Veterans Services Award nominees:

A. Specialized Needs Awareness

Successfully engaged audiences in a productive examination of the workforce development issues relevant to veterans to include TAP training and veterans employability skills workshops.

B. Resource Promotion

Performed outstanding work in encouraging either employers or potential client groups to use workforce development services, thus enhancing the relationship between workforce development providers and the community.

C. Employment Opportunity

Demonstrated leadership on issues or programs that had substantial impact on the improvement of working opportunities or working conditions for veterans.

D. Customer Services/Outreach

Demonstrated exceptional and outstanding services for the betterment of veterans groups including homeless veterans and special disabled veterans.

E. Partnering

Collaborated with veterans' service and/or other organizations to take action on critical issues concerning workforce development and veterans.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Any nominee for the individual award must be a veteran.
- Nominees need not be an IAWP member if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one individual and one group nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION SUBMISSION COMPONENTS**A. Nomination Presentation**

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this summary will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based and be not more than 20 pages. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate that it held a chapter Services to Veterans Award contest. This can be demonstrated by including a copy of an announcement to promote the chapter's Services to Veterans Award contest. To earn chapter achievement points, the chapter must also demonstrate that it chose a Services to Veterans Award chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative, and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Services to Veterans Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Services to Veterans Awards Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the IAWP Services Veterans Subcommittee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team;
3. The subcommittee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.
4. According to established procedures, the nominees selected to receive the Services to Veterans Individual and Group Award and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- One 1st place and one 2nd place individual winner and one 1st place and one 2nd place group winner will be recognized.
- The winners and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- Chapter Achievement points in the Services to Veterans Award category will be given to chapters as set forth on the Services to Veterans Award Chapter Achievement Award Report.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual

15 Group

Notes

Advancing Workforce Development: Services to Veterans Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Specialized Needs Awareness 0-1 each, 5 max. _____
 Workshops, presentations, printed items and/or electronic items (i.e. websites) that engaged audiences in an examination of workforce development issues related to veterans. Examples include (but are not limited to): TAP training, veterans' employability skills workshops, brochures, newsletters, etc.

B. Resource Promotion 0-5 _____
 Encouraged employers or other groups to use workforce development services to employ veterans. Examples include (but are not limited to): brochures, newsletters, presentations to potential employers, etc.

C. Employment Opportunity 0-5 _____
 Demonstrated leadership that had a substantial impact on veterans' working opportunities or working conditions. Examples include (but are not limited to): increased veteran job placements, veterans' job fairs, etc.

D. Customer Services/Outreach 0-5 _____
 Provided exceptional services for betterment of veterans groups. Examples include (but are not limited to): homeless veterans, special disabled veteran groups, female veterans, etc.

E. Partnering 0-5 _____
 Collaborated with organizations to take action on critical issues concerning workforce development and veterans. Examples include (but are not limited to): sponsorship of job fairs with veterans group, presentations to VFW groups, etc.

F. Membership 0 or 3 _____
 Is the individual nominee an IAWP member? Is 2/3 (67%) of the group IAWP members?

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____

TOTAL POSSIBLE POINTS *(for judging purposes only)* **32** _____

Advancing Workforce Development: Services to Veterans Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold an individual Services to Veterans Award contest? (a copy of an announcement to promote the chapter individual Services to Veterans Award contest is sufficient documentation) 0 or 6 _____

Did the chapter hold a group Services to Veterans Award Contest? (a copy of an announcement to promote the chapter group Services to Veterans Award contest is sufficient documentation) 0 or 6 _____

B. Chapter Awards Selection/Event

Did the chapter choose an individual Services to Veterans Award Winner and present the winner with a commemorative award? (a copy of the previous year's award presentation program is sufficient documentation) 0 or 6 _____

Did the chapter choose a group Services to Veterans Award Winner and present the winner with a commemorative award? (a copy of the previous year's award presentation program is sufficient documentation) 0 or 6 _____

C. International Nomination Placement

Did the chapter's individual Services to Veterans Award nomination earn 1st place in the international individual Services to Veterans Award category? 0 or 3 _____

Did the chapter's individual Services to Veterans Award nomination earn 2nd place in the international individual Services to Veterans Award category? 0 or 2 _____

Did the chapter's group Services to Veterans Award nomination earn 1st place in the international group Services to Veterans Award category? 0 or 3 _____

Did the chapter's group Services to Veterans Award nomination earn 2nd place in the international group Services to Veterans Award category? 0 or 2 _____

TOTAL POSSIBLE CHAPTER ACHIEVEMENT POINTS **30** _____

4. Unemployment Insurance (UI) *member or nonmember– individual and group*

To recognize an outstanding, innovative unemployment (UI) program that features creativity, improved operational efficiency and improved customer service. The program can be in any area of UI including, but not limited to, claims, tax, benefits, audit, quality control, etc.

CRITERIA

One or more of the following achievements is required for the Unemployment Insurance Award.

A. Creativity/Innovation

The individual or group initiated a UI program idea or innovation that creatively solved a problem or challenge, or improved the state's UI system.

B. Improved Operational Efficiency

Performed outstanding work in improving the operational efficiency of the state's UI program. This could be in terms of improving Government Performance Results Act (GPRA) goals, reducing costs, improved use of technology, staff development, outstanding leadership/management, etc.

C. Improved Customer Service

The individual or group improved service delivery to UI customers through collaboration (with other units, agencies, employer/labor groups, private entities, etc.) and/or innovative use of technology or automation.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees need not be an IAWP member if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one individual and one group nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this summary will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate that it held a chapter Unemployment Insurance Award contest. This can be demonstrated by including a copy of an announcement to promote the chapter's Unemployment Insurance Award contest. To earn chapter achievement points, the chapter must also demonstrate that it chose an Unemployment Insurance Award chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and, documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Unemployment Insurance Award Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Unemployment Insurance Award Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the IAWP Unemployment Insurance Award Subcommittee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The subcommittee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals; and
4. According to established procedures, the nominees selected to receive the Unemployment Insurance Individual and Group Award and the nominating chapters will be notified of the results of the selection process.

RECOGNITION

- One 1st place and one 2nd place individual winner and one 1st place and one 2nd place group winner will be recognized.
- The winners and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- Chapter Achievement points in the Unemployment Insurance Award category will be given to chapters as set forth on the Unemployment Insurance Award Chapter Achievement Award Report.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

30 Individual

30 Group

Advancing Workforce Development: Unemployment Insurance Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Creativity/Innovation

The individual or group initiated a UI program idea or innovation that creatively solved a problem or challenge, or improved the state’s UI system. 0 to 5 _____

B. Improved Operational Efficiency

Performed outstanding work in improving the operational efficiency of the state’s UI program. This could be in terms of improving Government Performance Results Act (GPRA) goals, reducing costs, improved use of technology, staff development, outstanding leadership/management, etc. 0 to 5 _____

C. Improved Customer Service

The individual or group improved service delivery to UI customers through collaboration (with other units, agencies, employer/labor groups, private entities, etc.) and/or innovative use of technology or automation. 0 to 5 _____

D. Membership

Is the individual nominee an IAWP member? Or Is 2/3 (66%) of the group IAWP members? 0 or 3 _____

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____

TOTAL POSSIBLE POINTS *(for judging purposes only)* **22** _____

Advancing Workforce Development: Unemployment Insurance (UI) Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold an *individual* Unemployment Insurance (UI) Award Contest? (a copy of an announcement to promote the chapter individual Unemployment Insurance (UI) Award contest is sufficient documentation)

0 or 6 _____

Did the chapter hold a *group* Unemployment Insurance (UI) Award Contest? (a copy of an announcement to promote the chapter group Unemployment Insurance (UI) Award contest is sufficient documentation)

0 or 6 _____

B. Chapter Awards Selection and Event

Did the chapter choose an *individual* Unemployment Insurance (UI) Award Winner and present the winner with a commemorative award? (a copy of the previous year's award presentation program is sufficient documentation)

0 or 6 _____

Did the chapter choose a *group* Unemployment Insurance (UI) Award Winner and present the winner with a commemorative award? (a copy of the previous year's award presentation program is sufficient documentation)

0 or 6 _____

C. International Contest

Did the chapter's individual Unemployment Insurance (UI) Award nomination earn 1st place in the international individual Unemployment Insurance (UI) Award category? 0 or 3 _____

Did the chapter's individual Unemployment Insurance (UI) Award nomination earn 2nd place in the international individual Unemployment Insurance (UI) Award category? 0 or 2 _____

Did the chapter's group Unemployment Insurance (UI) Award nomination earn 1st place in the international group Unemployment Insurance (UI) Award category? 0 or 3 _____

Did the chapter's group Unemployment Insurance (UI) Award nomination earn 2nd place in the international group Unemployment Insurance (UI) Award category? 0 or 2 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS

30 _____

NOTES

5. Public Policy Award *member or nonmember – individual*

The IAWP Public Policy Award recognizes an individual who performed outstanding public service in the support of workforce development programs and/or personnel. The award affords national recognition for outstanding public service occurring during the calendar year preceding the judging year.

CRITERIA

One or more of the following achievements is required for the Public Policy Award:

- A. The individual successfully sponsored enacted legislation to improve and strengthen workforce development systems without unnecessary negative impact on workforce development personnel; or
- B. The individual successfully sponsored enacted legislation to benefit specifically the welfare of workforce development personnel without unnecessary negative impact on workforce development systems; or
- C. The individual developed and/or implemented state-wide or national policies to improve and strengthen workforce development systems without unnecessary negative impact on workforce development personnel; or
- D. The individual developed and/or implemented national or state-wide policies to benefit specifically workforce development personnel without unnecessary negative impact on workforce development systems.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees need not be an IAWP member if nominated by one.
- An individual (including a previous nominee or award recipient) who served in the legislative or administrative branch of the United States or state government, or in any other national or state policy-making role, during the calendar year preceding the judging year.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- An individual ineligible for the Administrator Award based on the same outstanding public service.
- An individual who, as determined from the face of the written nomination submitted, clearly meets the criteria for this award but was timely nominated for the Administrator Award in error.
Note: An individual who, as determined from the face of the written nomination submitted, clearly meets the criteria for the Administrator Award but was timely nominated for this award in error, shall be considered for the Administrator Award.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION SUBMISSION COMPONENTS

An individual must be nominated in writing by an IAWP member, chapter, subchapter, district or international committee or subcommittee.

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals. If a chapter, subchapter, district or international committee or subcommittee submitted the nomination, the Standard Nomination Form must be signed as follows:

Subchapter – Subchapter President or Chair

Chapter – Chapter President

District – District Representative

International Subcommittee – Subcommittee Chair

International Committee – Committee Chair

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the outstanding public service of the nominee, the dates the public service occurred within the judging period, the manner in which the public service was accomplished, and the results or benefits derived from the public service. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the service activities and include any necessary background information that explains why the service was outstanding.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

G. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Legislative Committee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Public Policy Awards Scoring

Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the IAWP Legislative Committee.

2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The committee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals; and
4. According to established procedures, the nominees selected to receive the Public Policy Award and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- Only one winner will be recognized.
- The winner and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with the winner receiving a commemorative award.
- No Chapter Achievement points will be awarded to the chapter from which the nomination arose.

Notes

Advancing Workforce Development: Public Policy Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA

- | | | |
|---|-----|-------|
| A. The individual successfully sponsored enacted legislation to improve and strengthen workforce development programs without unnecessary negative impact on workforce development personnel | 0-5 | _____ |
| B. The individual successfully sponsored enacted legislation to benefit specifically the welfare of workforce development personnel without unnecessary negative impact on workforce development programs. | 0-5 | _____ |
| C. The individual developed and/or implemented state-wide or national policies to improve and strengthen workforce development programs without unnecessary negative impact on workforce development personnel. | 0-5 | _____ |
| D. The individual developed and/or implemented national or state-wide policies to benefit specifically workforce development personnel without unnecessary negative impact on workforce development programs. | 0-5 | _____ |

NOMINATION SUBMISSION COMPONENTS

- | | | |
|--------------------------|-----|-------|
| Double Spaced /Font | 0-1 | _____ |
| Binder | 0-1 | _____ |
| Tabs | 0-1 | _____ |
| Standard Nomination Form | 0-1 | _____ |

TOTAL POSSIBLE POINTS <i>(for judging purposes only)</i>	24	_____
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6. Administrator *member or nonmember – individual*

(This is a presidential discretionary award and, therefore, may not be offered each year.)

The Administrator Award recognizes outstanding public service in the support of workforce development

CRITERIA

One or more of the following achievements is required for the Administrator Award:

A. Workforce Development Promotion

Play an instrumental role in the positive promotion of one or more workforce development programs at the state and federal levels; state recognition of workforce programs through publications; promoting of a seamless workforce system; strategic planning to accomplish the goals of the workforce system; etc.

B. Legislation

Influencing positive legislation at the state and federal levels to enhance workforce development through letters to legislatures; speeches; bills introduced at the state and federal levels, etc.

C. Leadership

Demonstration of outstanding leadership in support of existing programs; or initializing new workforce development programs, etc.

D. IAWP Support

Encouragement of participation and promotion of IAWP activities by all partners in the workforce development system, etc.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees need not be an IAWP member if nominated by one.
- The nominee must currently serve as a state Administrator/Director/Secretary, or other in the role of administrator for their Workforce Development entity.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one nomination.
- The written nomination must be received or postmarked on in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the outstanding service of the nominee, the dates the service occurred within the judging period, the manner in which the service was accomplished, and the results or benefits derived from the service. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the public service activities and include any necessary background information that explains why the public service was outstanding; and

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

G. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen by the IAWP International President. Each selection team member will review and score his/her assigned nominations by using the criteria on the Administrator Awards Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the IAWP International President, or his/her designee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The IAWP International President, or his/her designee, will notify the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to this individual.
4. According to established procedures, the nominee selected to receive the Administrator Award and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- Only one winner will be recognized.
- The winner and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with the winner receiving a commemorative award.
- No Chapter Achievement points will be awarded to the chapter from which the nomination arose.

Advancing Workforce Development: Administrator Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA

A. Workforce Development Promotion	0-5	_____
<p>The administrator played a vital role in the promotion of workforce development programs at the state and federal levels; the administrator promoted the workforce development system through publications, and other forms of communication; there is continuous promoting of a seamless workforce system; there is a plan led by the administrator to ensure the goals of the workforce system are met, etc.</p>		
B. Legislation	0-5	_____
<p>The administrator plays a positive role in the state and federal legislation that enhances workforce development within his/her state, or across the nation, etc.</p>		
C. Leadership	0-5	_____
<p>The administrator shows outstanding leadership in support of existing programs; and/or creates new programs for the enhancement of workforce development systems, etc.</p>		
D. IAWP Support	0-5	_____
<p>The administrator displays support of state and international IAWP activities; encourages IAWP membership within Workforce Development Systems including all partners within the system; etc.</p>		

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____
TOTAL POSSIBLE POINTS <i>(for judging purposes only)</i>	24	_____

NOTES

7. **One-Stop** *member or nonmember– group*

To recognize the provision of outstanding workforce development services in a One-Stop setting.

CRITERIA

One or more of the following achievements is required for the One-Stop Award:

A. Universal Access

The extent to which customers have access to core services, regardless of their eligibility.

B. Customer Choice

Demonstrated exceptional flexibility in providing select services and service providers that meet customers' needs.

C. Service Integration

Provided, what was perceived by the customer to be, a seamless system of service.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees need not be IAWP members if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one nomination.
- The written nomination must be received or postmarked on in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this summary will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information that explains why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials,

or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

G. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen by the IAWP Officers. Each selection team member will review and score his/her assigned nominations by using the criteria on the One-Stop Awards Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chairs, who will be the IAWP International President, or his/her designee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The IAWP International President, or his/her designee, will notify the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to this individual.
4. According to established procedures, the nominee selected to receive the One-Stop Award and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- One 1st place and one 2nd place winner will be recognized.
- The winner and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with the winner receiving a commemorative award.
- No Chapter Achievement points will be awarded to the chapter from which the nomination arose.

Advancing Workforce Development: One-Stop Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA

A. Universal Access	0-5	_____
The extent to which interested persons have access to core services, regardless of their eligibility.		
B. Customer Choice	0-5	_____
Demonstrated exceptional flexibility in providing select services and services providers that meet customers' needs.		
C. Service Integration	0-5	_____
Provided, what was perceived by the customer to be, a seamless system of service.		

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____

TOTAL POSSIBLE POINTS <i>(for judging purposes only)</i>	19	_____
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NOTES

B. Advancing IAWP's Objectives

1. Award of Merit *(member – individual and group)*

The Award of Merit recognizes outstanding service or achievement, beyond normal expectations or job requirements, that benefits IAWP and the workforce development field. The Award of Merit also recognizes chapter activities in this area.

CRITERIA

An individual or group nominee should have significant achievements in one or more of the following areas:

A. Advancing IAWP's Objectives

The nominee must have demonstrated accomplishments that resulted in advancing the objectives of IAWP. Accomplishments may be demonstrated by the results the individual or group achieved in the leadership role and/or positions (not restricted to chapters) such as board members, committees, forums, teams, special projects and initiatives. The accomplishments should be above and beyond the normal expected duties and accomplishments of the IAWP leadership position held.

B. Promoting Workforce Development Programs or Initiatives

1. The results of the nominee's efforts to enhance the awareness, knowledge, skills, and/or performance of workforce development professionals (e.g., increased productivity; impact on performance; impact on research, development; advancement of workforce development theories; cost savings; etc.).
2. Leadership displayed in furthering the understanding and/or practice of workforce development programs or initiatives.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- In the case of group nominations (two or more individuals working on the same project as a team), two-thirds (66%) of those in the group must meet the membership requirements.
- The major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.
- Each chapter may submit only one individual and one group nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS**A. Nomination Presentation**

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate that it held a chapter Award of Merit contest. This can be demonstrated by including a copy of an announcement to promote the chapter's Award of Merit contest. To earn chapter achievement points, the chapter must also demonstrate that it chose an Award of Merit chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Award of Merit Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Award of Merit Judging Sheet. The selection team member will sign the judging sheets and submit them to the selection team co-chairs, who will be the co-chairs of the IAWP Award of Merit Subcommittee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The subcommittee co-chairs will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.
4. According to established procedures, the nominees selected to receive the individual and group Award of Merit and the nominating chapters will be notified of the results of the selection process.

RECOGNITION

- Only 1st place and one 2nd place individual winner and one 1st place and one 2nd place group winner will be recognized.
- The winners and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- The individual winner will receive credit for the Educational Portion of the Registration at the next International convention. Partial travel may be provided for the group winner.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual

15 Group

Advancing IAWP Objectives: Award of Merit Judging Sheet

The International Award of Merit selection team uses this scoring summary sheet to determine the winners.

Contest Year: _____ Chapter _____ Date _____ () Individual () Group

Nominee _____ Judge _____.

Assess all achievements (see page 115, Criteria A-B) based on all following judging elements

JUDGING ELEMENT	Point Range	Allowable Weight	Score
1. Benefits Derived from the Achievement			
A. Results in increased public use of the agency program OR was an outstanding achievement for IAWP activities.	11-20	0-20	
B. Improves internal operations of an Workforce Development Agency OR improves internal objectives in IAWP activities.	0-10		
2. Promotion of IAWP and Workforce Development agency programs.			
A. Promotes two or more programs of the agency OR increases IAWP participation on the international level.	11 – 20	0-20	
B. Promotes one program of the agency OR increases IAWP participation on the chapter level.	0-10		
3. Individual Initiative Displayed			
A. Was the individual initiative taken by the nominee beyond the job responsibilities and hours of work.	15-21	0-21	
B. Probably within normal job responsibilities but requiring considerable outside work.	7-14		
C. Definitely in line with the normal job responsibilities and entirely on agency time.	0-6		
4. Originality/Creativity			
A. The idea was completely original in both concept and application.	17-21	0-21	
B. The idea originated outside IAWP and agency programs.	11-16		

C. The idea was previously used in an IAWP or agency program, but was adapted to another IAWP or agency operation for the first time.	5-10		
D. Nominated achievement is mandated or expected by most agencies or IAWP Chapters.	0-4		
5. Potential Use by Others			
A. Could be used by most similar Workforce Development agencies or by all IAWP Chapters.	12-14	0-14	
B. Could be used only by agency programs with similar industrial and geographic situations or by some IAWP Chapters.	9-11		
C. Could be used by a very few IAWP Chapters or other similar Workforce Development agencies.	4-8		
D. Nominated achievement is mandated or expected by most agencies or IAWP Chapters OR is mandated as a required activity of an agency of IAWP Chapter.	0-3		
6. NOMINATION SUBMISSION COMPONENTS		0-4	
Double Spaced /Font	0-1		
Binder	0-1		
Tabs	0-1		
Standard Nomination Form	0-1		
TOTAL POSSIBLE POINTS		100	

Advancing IAWP Objectives: Award of Merit Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold an individual Award of Merit Contest? (a copy of an announcement to promote the chapter individual Award of Merit contest is sufficient documentation) 0 or 6 _____

Did the chapter hold a group Award of Merit Contest? (a copy of an announcement to promote the chapter group Award of Merit contest is sufficient documentation) 0 or 6 _____

B. Chapter Awards Selection and Event

Did the chapter choose an individual Award of Merit Winner and present the winner with a commemorative award? (a copy of the previous year’s award presentation program is sufficient documentation) 0 or 6 _____

Did the chapter choose a group Award of Merit Winner and present the winner with a commemorative award? (a copy of the previous year’s award presentation program is sufficient documentation) 0 or 6 _____

C. International Contest

Did the chapter’s individual Award of Merit nomination earn 1st place in the international individual Award of Merit category? 0 or 3 _____

Did the chapter’s individual Award of Merit nomination earn 2nd place in the international individual Award of Merit category? 0 or 2 _____

Did the chapter’s group Award of Merit nomination earn 1st place in the international group Award of Merit category? 0 or 3 _____

Did the chapter’s group Award of Merit nomination earn 2nd place in the international group Award of Merit category? 0 or 2 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS **30** _____

2. Lifetime Achievement *(member – individual)*

The Lifetime Achievement Award recognizes outstanding, long-term commitment to IAWP's objectives.

CRITERIA

Each of the following achievements should apply to the Lifetime Achievement nominees:

A. Advancing IAWP's Objectives

Contributions have advanced one or more IAWP objective.

B. Leadership Commitment

The nominee should have served in a leadership capacity at the local, chapter, district and/or international level

C. Years of Service

The nominee should have 10 or more years of continuous membership.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- The IAWP member may be living or deceased.
- Past International Presidents are not eligible for the Lifetime Achievement Award.
- Members of the current administrative board are not eligible for the Lifetime Achievement Award during their term of office.
- Only administrative board members (officers, district representatives and committee/subcommittee chairs) may submit nominations. Each administrative board member may submit only one.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's accomplishment, the dates the accomplishment occurred, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

G. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among three Past International Presidents. The Immediate Past President is chair of the selection team and chooses the other two Past International Presidents. Each selection team member will review his/her assigned nominations. The selection team member will collaborate with the selection team chair.
2. The IAWP Immediate Past President will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.
3. According to established procedures, the nominee selected to receive the Lifetime Achievement Award and the nominating administrative board member will be notified of the results of the selection process.

RECOGNITION

- Only one individual will be recognized annually.
- The winners and the nominating individual will be recognized during the IAWP Annual International Educational Conference, with the winner receiving a commemorative award.
- A commemorative plate will be affixed to a plaque housed at the IAWP Administrative Office.
- No chapter achievement points will be awarded to the chapter affiliated with the nominee.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

No points possible

3. Ealton Nelson International Development (*member: non-US individual/group or chapter*) The Ealton Nelson Award recognizes an individual/group and chapter's outstanding commitments to and achievements in IAWP's international development.

CRITERIA

The International Development Subcommittee chair, with high expectations, chooses the winners based on their exceptional international development activities.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- In the case of group nominations (two or more individuals working on the same project as a team), two-thirds (66%) of those in the group must meet the membership requirements.
- The activity/performance to be considered must have started, ended or been ongoing during the calendar year preceding the year in which the award is granted.

NOMINATION REQUIREMENTS

A. Standard Nomination Form

This form must be the first page of the winner's nomination and must be completed and signed by the International Development Subcommittee chair. For the Ealton Nelson Award, complete sections 1, 2, 3 and 6.

B. Statement of Accomplishment

The International Development Subcommittee chair will prepare a Statement of Accomplishment for the winning individual and chapter. This statement must be no longer than one page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. This statement will be used for various dissemination and shared-learning purposes.

C. Photograph

Any individual or group nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

D. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment in the manner required.

SELECTION PROCESS

1. The Ealton Nelson Award winner, both individual and chapter, will be selected by the current International Development Subcommittee Chair. He or she may consult with any individual or reference in the course of their selection.
2. The International Development Subcommittee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.
3. According to established procedures, the nominees selected to receive the individual and chapter Ealton Nelson Award and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- One individual/group and one chapter winner will be recognized.
- The winners and the nominating chapter will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- No Chapter Achievement points will be awarded to the chapter from which the nomination arose.

4. International Development Individual or Group

(US individual or group –member or US chapter)

The International Development Award recognizes an individual or group outstanding commitments to and achievements in IAWP's international development. The International Development Award also recognizes chapter activities in this area.

CRITERIA

An individual or group nominee should have significant achievements in one or more of the following areas:

A. Advancing IAWP's Objectives

The activities and accomplishments furthered IAWP and IAWP international development objectives.

B. Education

Educational opportunities increased for non-US chapter members or prospective members. Or, US members or potential members were educated on IAWP international development or international workforce development issues.

C. Non-US Chapter Membership

The activities or accomplishments fostered growth in a non-US chapter's membership.

D. International IAWP Awareness

International awareness of IAWP was increased through a formal presentation, using the IAWP ambassador program, to a non-US government or workforce development official(s).

E. Continuity of Relationship/Activity

Activities were part of a long-term relationship.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- In the case of individual nominations IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- In the case of group nominations (two or more individuals working on the same project as a team), two-thirds (66%) of those in the group must meet the membership requirements.
- The activity/performance to be considered must have started, ended or been ongoing during the calendar year preceding the year in which the award is granted.
- Each chapter may submit only one individual or group nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, in no less than an 11-size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate that it held a chapter International Development Award contest. This can be demonstrated by including a copy of an announcement to promote the chapter's International Development Award contest. To earn chapter achievement points, the chapter must also demonstrate that it chose an International Development Award chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

Any individual or group nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP International Development Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the International Development Award Judging Sheet. The selection team member will sign the judging sheets and submit them to the selection team co-chairs, who will be the chair of the IAWP International Development Subcommittee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.

3. The subcommittee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.
4. According to established procedures, the nominees selected to receive the Individual or Group International Development Award and the nominating chapters will be notified of the results of the selection process.

RECOGNITION

- One 1st place individual or group will be recognized.
- The winners and the nominating chapters will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- Chapter Achievement points in the International Development Award category will be given to chapters as set forth on the International Development Award Chapter Achievement Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual or Group

B - 4a. Chapter International Development Award

The Chapter International Development Award recognizes chapters for outstanding International Development activities and initiatives that best demonstrate a well-rounded commitment to IAWP international development.

CRITERIA

The following achievements should be included in the Chapter International Development Award nomination:

A. Advancing IAWP's Objectives

Activates and accomplishments that further IAWP's international development aims and objectives.

B. Education

Activities and accomplishments that provide educational opportunities on international relations, international workforce development, educational news articles on IAWP international development and international workforce development and international educational sessions provided at U.S. IAWP events that present information on IAWP international development and international workforce development issues.

C. Non-US Chapter Membership

IAWP international development activities that fostered growth of a non-US Chapter's membership in IAWP.

D. International IAWP Awareness

Making IAWP presentations to a non-US government or workforce development official(s).

E. Continuity of International Relationships/Activity

Demonstration of continued activity and relationships with IAWP international chapters and workforce development agencies and government officials to promote IAWP.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- All activities meeting the above criteria must have occurred during the calendar year preceding the judging year except those listed under section E, which potentially will have on going activities from the previous years.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

- Any narrative included with the documentation must typed, in no less than an 11 size font, on 8½ x-11 inch paper.

B. Standard Nomination Form

- This form must be the first page of every written nomination and must be completed and signed by all required individuals.

D. Documentation

The articles must be identified by date and source and highlighted for easy identification. The photographs and other items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. Documentation should specifically relate to the activity.

E. Binder/Tabs/Table of Contents

All materials and documentation must be included in a binder. Tabs, labeled consistent with the Criteria for Recognition, must be used. A table of contents must be included for every tab that has ten (10) or more pages. One point will be deducted from Criteria for Recognition if a required table of contents is not included.

A. Nomination Presentation

Any narrative included with the documentation must be typed, in no less than an 11 size font, on 8½ x-11 inch paper.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Documentation

The articles must be identified by date and source and highlighted for easy identification. The photographs and other items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. Documentation should specifically relate to the activity.

D. Binder/Tabs/Table of Contents

All materials and documentation must be included in a binder. Tabs, labeled consistent with the Criteria for Recognition, must be used. A table of contents must be included for every tab that has ten (10) or more pages. One point will be deducted from Criteria for Recognition if a required table of contents is not included.

SELECTION PROCESS

1. The timely received Chapter International Development award nomination submissions will be divided among the members of the selection team chosen from the IAWP International Development Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Chapter International Development Award Judging & Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the International Development Subcommittee chair.
2. The International Development Subcommittee Chair will notify the IAWP President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.

RECOGNITION

- All chapters earning maximum points will be recognized. If no chapter earns maximum points, the International Development Subcommittee chair may choose to recognize the highest scoring chapter.
- The chapter winner(s) will be recognized during the IAWP Annual International Educational Conference, with the winner(s) receiving a commemorative award.
- Chapter Achievement points in the Chapter International Development Award category will be given to chapters as set forth on the Chapter International Development Award Judging & Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual/Group

25 Chapter

Advancing IAWP Objectives: Individual/Group International Development Award Judging Sheet

The selection team uses this scoring summary to determine the *individual/group* winner.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA

A. Advancing IAWP’s Objectives **0 – 5** _____
 Activities and accomplishments must further IAWP/international development aims and objectives.

B. Education **0 – 5** _____
 Educational opportunities increased for non-US chapter members or perspective members. Or, US members or potential members were educated on IAWP international development or international workforce development issues.

C. Non-US Chapter Membership **0 – 5** _____
 Activities caused growth of a non-US chapter’s membership (must show non-US chapter’s membership is a result of the US member/group’s international efforts).

A. International IAWP Awareness **0 – 4** _____
 IAWP was formally presented to a non-US government or workforce development official(s). Must utilize IAWP’s ambassador program. Exceptions permitted for spontaneous opportunities.
 2 points per presentation

B. Continuity of Relationship/Activity (Check the one that applies)
 Continuous activity for 36 months or more (3 points)
 Continuous activity for 12-24 months (2 points)
 Continuous activity for 12 or fewer months (1 point) _____

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____

TOTAL POSSIBLE POINTS *(for judging purposes only)* **26** _____

Advancing IAWP Objectives: Individual/Group International Development Award Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points for the *individual/group* award.

Contest Year: _____ Chapter: _____

Nominee: _____

Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold an Individual/Group International Development Award Contest? (A copy of an announcement to promote the chapter's International Development Award contest is sufficient documentation.)

0 or 6 _____

B. Chapter Awards Selection and Event

Does the chapter award program provide for the presentation of a commemorative award to the winner? (A copy of the previous year's award presentation program is sufficient documentation.)

0 or 6 _____

C. International Contest

Did the chapter's individual/group International Development Award nomination earn 1st place in the international individual/group international development category?

0 or 3 _____

Did the chapter's individual/group International Development Award nomination earn 2nd place in the international individual/group international development category?

0 or 2 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 _____

Advancing IAWP Objectives: Chapter International Development Award Judging & Scoring Sheet

The selection team uses this judging sheet to determine the *chapter* winner and to assign Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Judge: _____

CRITERIA

A. Advancing IAWP’s Objectives **0 – 5** _____
 Activities and accomplishments that further IAWP/international development aims and objectives. 1 point each activity or accomplishments, max 5 points

B. Education **0 – 6**

a. A financial or other resource donated by a US chapter created or enhanced an educational event or educational product of a non-US chapter. _____

b. Educational session/speaker at a US event addressed IAWP international development. _____

c. Educational session/speaker at a US event addressed international workforce development issues. _____

d. Educational article in a US publication addressed IAWP international development. _____

e. Educational article in a US publication addressed international workforce development issues. _____

1 point each (no more than 3 points in any single activity), max 6 points

C. Non-US Chapter Membership **0 – 5** _____
 Activities caused growth of a non-US chapter’s membership (must show non-US chapter’s membership is a result of the US chapter’s international efforts).
 1 point for every percentage increase of new members as compared to previous year’s total membership (in non-US chapter’s membership), max 5 points

D. International IAWP Awareness **0 – 2** _____
 IAWP was formally presented to a non-US government or workforce development official(s). Must utilize IAWP’s ambassador program. Exceptions permitted for spontaneous opportunities.
 1 points per presentation

E. Continuity of Relationship/Activity (Check which applies)

Continuous activity for 36 months or more (3 points)

Continuous activity for 12-24 months (2 points)

Continuous activity for 12 or fewer months (1 point) _____

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font 0-1 _____

Binder 0-1 _____

Tabs 0-1 _____

Standard Nomination Form 0-1 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS **25** _____

NOTES

5. Retiree (*member – individual*)

The Retiree Award recognizes continued outstanding commitment to IAWP's objectives following retirement. The Retiree Award also recognize chapter activities in this area.

CRITERIA

The nominee should have significant achievements in one or more of the following areas:

A. Advancing IAWP's Objectives

Accomplishments that advanced the objectives of IAWP. Accomplishments may be demonstrated by results the individual achieved in a leadership role on a board, committee, forum, team, special project or initiative group, etc. (not restricted to IAWP chapters). The accomplishments should be above and beyond the normal expected duties and accomplishments of the leadership position held.

B. Education

Activities and accomplishments that contribute to furthering IAWP educational opportunities.

C. Membership

Activities and accomplishments that further IAWP membership recruitment or retention goals.

D. Legislative

Grassroots legislative activities that support and further the legislative efforts for workforce development programs.

E. Communication

Activities and accomplishments that further IAWP communicative efforts (newsletters, Web site, printed materials, phone calling, e-mails, letter writing, etc.)

F. Non-dues Income

Activities and accomplishments that increase IAWP non-dues income.

G. Mentoring

Activities that established and maintained positive mentoring relationship with another IAWP chapter leader.

H. Community

Activities and accomplishments that further the member's local community.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- The nominee must have, at some point in time, retired from their employment position. Nominees who have since gone back to work remain eligible.
- The nominee's membership status may be retired, full or life.
- IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- The major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.
- Each chapter may submit only one nomination.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS**A. Nomination Presentation**

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This concise, precise, and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or agency.

E. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual, or other materials representative of the contribution.

F. Chapter Activity

To earn chapter achievement points, the chapter must demonstrate that it held a chapter Retiree Award contest. This can be demonstrated by including a copy of an announcement to promote the chapter's Retiree Award contest. To earn chapter achievement points, the chapter must also demonstrate that it chose a Retiree Award chapter winner and presented the winner with a commemorative award. This can be demonstrated by including a copy of the awards program from the previous year to demonstrate the tradition of presentation.

G. Photograph

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

H. Disqualification

A nomination will be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

SELECTION PROCESS

1. The timely submitted nominations will be divided among the members of the selection team chosen from the IAWP Retiree Subcommittee. Each selection team member will review and score his/her assigned nominations by using the criteria on the Retiree Award Judging Sheet. The selection team member will sign the judging sheets and submit them to the selection team chair, who will be the chair of the IAWP Retiree Award Subcommittee.
2. If the highest scored nominations are separated by less than three points, the full selection team will review these nominations. The final scores will be determined and assigned by the full selection team. The scoring sheet for the highest scored nomination shall be signed by all members of the selection team.
3. The subcommittee chair will notify the IAWP International President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.
4. According to established procedures, the nominees selected to receive the individual or group Award of Merit and the nominating chapter will be notified of the results of the selection process.

RECOGNITION

- Only 1st place and one 2nd place individual will be recognized.
- The winners and the nominating chapters will be recognized during the IAWP Annual International Educational Conference, with each winner receiving a commemorative award.
- Chapter Achievement points in the Retiree Award category will be given to chapters as set forth on the Retiree Award Chapter Achievement Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

15 Individual

Notes

Advancing IAWP’s Objectives: Retiree Award Judging Sheet

The selection team uses this scoring summary to determine the winner.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA

A. Advancing IAWP’s Objectives	0-10	_____
Accomplishments that advanced the objectives of IAWP.		
B. Education	0-5	_____
Activities and accomplishments that contribute to furthering IAWP educational opportunities.		
C. Membership	0-5	_____
Activities and accomplishments that further IAWP membership recruitment or retention goals.		
D. Legislative	0-5	_____
Grassroots legislative activities that support and further the legislative efforts for workforce development programs.		
E. Communication	0-5	_____
Activities and accomplishments that further IAWP communicative efforts (newsletters, Web site, printed materials, phone calling, e-mails, letter writing, etc.)		
F. Non-dues Income	0-5	_____
Activities and accomplishments that increase IAWP non-dues income.		
Mentoring	0-5	_____
Established and maintaining positive mentoring relationship with another IAWP chapter leader.		
G. Community	0-5	_____
Activities and accomplishments that further the member’s local community.		

VOLUNTEERISM (Check which applies)

- Extensive (5 points)
 - Moderate (3 points)
 - Minimal (1 point)
- _____

NOMINATION SUBMISSION COMPONENTS

Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____

TOTAL POSSIBLE POINTS *(for judging purposes only)* **54** _____

Advancing IAWP Objectives: Retiree Award Chapter Achievement Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA

A. Chapter Contest

Did the chapter hold a Retiree Award Contest? (a copy of an announcement to promote the chapter Retiree Award contest is sufficient documentation) 0 or 6 _____

B. Chapter Awards Selection and Event

Did the chapter choose a Retiree Award winner and present the winner with a commemorative award? (a copy of the previous year’s award presentation program is sufficient documentation) 0 or 6 _____

C. International Contest

Did the chapter’s Retiree Award nomination earn 1st place in the international Retiree Award category? 0 or 3 _____

Did the chapter’s Retiree Award nomination earn 2nd place in the international Retiree Award category? 0 or 2 _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS 15 _____

6. Diamond Award (member – individuals)

To recognize the individual who recruits the most new partner members during the membership year.

CRITERIA

He/she must have recruited the most new partner members during the membership year.

ELIGIBILITY

All of the new members must have been recruited during the current membership year. He/she must be a member nominated by his/her chapter president. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Membership Awards Nomination Form

RECOGNITION

All eligible winners will be recognized.

Tangible

Commemorative awards will be distributed at the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

7. Platinum Key (member – individual)

To recognize the individual who recruited the most new members during the membership year.

CRITERIA

He/she must have recruited more new members than any other Platinum Key nominee.

ELIGIBILITY

All of the new members must have been recruited during the current membership year. He/she must be a member nominated by his/her chapter president. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Membership Awards Nomination Form

RECOGNITION

One winner will be recognized.

Tangible

Commemorative award presented at the awards ceremony during the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

8. Gold Key (member – individuals)

To recognize all individuals who recruit 50 or more new members during the membership year.

CRITERIA

He/she must have recruited 50 new members during the membership year.

ELIGIBILITY

All of the new members must have been recruited during the current membership year. He/she must be a member nominated by his/her chapter president. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Membership Awards Nomination Form

RECOGNITION

All eligible winners will be recognized.

Tangible

Commemorative awards will be distributed at the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

9. Silver Key (member – individuals)

To recognize all individuals who recruit 25 or more new members during the membership year.

CRITERIA

He/she must have recruited 25 new members during the membership year.

ELIGIBILITY

All of the new members must have been recruited during the current membership year. He/she must be a member nominated by his/her chapter president. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Membership Awards Nomination Form

RECOGNITION

All eligible winners will be recognized.

Tangible

Commemorative awards will be distributed at the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

10. Bronze Key (member – individuals)

To recognize all individuals who recruit 10 or more new members during the membership year.

CRITERIA

He/she must have recruited 10 or more new members during the membership year.

ELIGIBILITY

All of the new members must have been recruited during the current membership year. He/she must be a member nominated by his/her chapter president. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Membership Awards Nomination Form

RECOGNITION

All eligible winners will be recognized.

Tangible

Commemorative awards will be distributed at the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

11. President's Honor Roll (member – individuals)

To recognize all individuals who recruit 10 new or renewed members during the membership year and are active within their chapter.

CRITERIA

He/she must have recruited 10 new or renewed members during the membership year and contribute to IAWP's overall goals and objectives by participating in activities and promoting leadership.

ELIGIBILITY

All of the new or renewed members must have been recruited/renewed during the current membership year. His/her chapter president must nominate him/her. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Membership Awards Nomination Form

RECOGNITION

All eligible winners will be recognized.

Tangible

Commemorative awards will be distributed at the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

12. Keeper Korps (member – individuals)

To recognize the individual within each chapter who is most responsible for membership renewal achievement.

CRITERIA

He/she must have been responsible for the greatest number of membership renewals.

ELIGIBILITY

His/her chapter president must nominate him/her. The IAWP Administrative Office must receive his/her nomination form no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

Nomination submission requires only the Keeper Korps Nomination Form.

RECOGNITION

All eligible winners will be recognized.

Tangible

Commemorative awards will be distributed at the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

Notes

13. Education *maximum points chapters*

The Education Award recognizes chapters for outstanding educational activities and initiatives that best demonstrate a well-rounded commitment to the IAWP objective, “To enhance the individual competence, knowledge and proficiency of members interested in all occupation in the workforce development arena.”

CRITERIA

Note: the term “subchapter” means any geographical designation small than a state chapter.

All of the following achievements should apply to the Education Award nominees:

A. Training Sponsored by Chapter or Subchapter (1 hour blocks)

Any training not reported under Section B of this criteria. Must be one (1) hour or more of actual educational content. Each program or documentation of the training must show beginning and ending times of each educational presentation or topic. Attendance at the training need not be limited to IAWP members or workforce development personnel, but the audience must be potential dues paying members. Maximum credit given will be for twenty (20) hours. Supporting documentation may be a program, agenda, newsletter article, memorandum or other similar items that clearly show that IAWP sponsored the training. One piece of supporting documentation is sufficient – do not include all handouts given at the training.

B. Institute-Training Sponsored by Chapter or Subchapter (6hrs or more)

An educational program sponsored for all workforce development (agency) personnel within the chapter's or subchapter's jurisdiction. Each Institute must be six (6) or more hours of actual educational content. Each program or documentation of an institute must show beginning and ending times of each educational presentation or topic, the date of the training, and the subject. Supporting documentation may be a program, agenda, newsletter article, memorandum or other similar items. One piece of supporting documentation is sufficient – do not include all handouts given at the training. Institute training reported under this section **cannot** be reported under Section A of this criteria. However, non-qualifying institutes (less than 6 hours of educational content) may be reported under Section A, if all requirements set forth thereunder are met.

C. Annual Business Meeting Sponsored by Chapter

A statewide convening of members and invited guests for the primary purpose of conducting chapter business (e.g., officer/delegate elections, award presentations, constitution/bylaws revisions, discussions of or voting on budget items). This may or may not take place at the chapter's annual conference. Supporting documentation may be a program, agenda, newsletter article, memorandum or other similar items. [For credit for the training or educational program presented at a chapter annual meeting or convention, it must be reported under Section A - Training Sponsored by Chapter or Subchapter and must meet all requirements set forth thereunder.]

D. Institute Sponsored by District

Educational program conducted by a host chapter in cooperation with other chapters in a district, and conducted for all workforce development (agency) personnel in that district. Each program or documentation of a district-sponsored institute must reflect the participation of the chapter seeking credit for the educational program and its role in the Institute. Supporting documentation may be a program, agenda, newsletter article, memorandum or other similar items. [For credit for the training or educational

program presented at a district institute, it must be reported under Section B - Training Sponsored by Chapter or Subchapter and must meet all requirements set forth thereunder.]

E. Chapter Sponsored Grants

Individual Grants: A chapter-funded individual or group grant must be available to all members with appropriate documentation being submitted showing such availability. For the individual grant, documentation must describe and include the grant application, the grant recipient's name, and the date of the grant, amount of the grant, copy of the recipient's grant application and proof of payment.

Group Grants: For the chapter group grant, the documentation must include program description and application materials for the grant program. Grant awards must be a \$50.00 minimum OR may be less if ten (10) or more IAWP members attend the program funded by the grant. Documentation must also include the amount of grant paid and the IAWP members in attendance at the program funded by the grant. Logan S. Chambers and W. Scott Boyd grants are not reportable.

Logan S. Chambers and W. Scott Boyd Grants are not reportable.

F. Other Educational Activities

These activities include:

1. Articles: Dissemination of educational content articles to IAWP members through chapter newsletter, chapter/agency newsletter or chapter website. Copies of the educational content articles must be submitted with date and source reflected thereon. The articles may be original or reprinted. Supporting documentation of the articles must include chapter newsletters, combined chapter/agency newsletters or printed copies of electronic media with the articles highlighted.
2. IAWP Library: Establishment or expansion, and promotion of a chapter-sponsored library or contribution to an agency-sponsored library. Library documentation must include dated list of educational materials contributed, promotional materials or usage list.
3. WPDP: Promotion of the WPDP. Copies of materials showing promotion of WPDP must be included as documentation of such activities. Merely offering WPDP Examination does not qualify for chapter educational achievement points.
4. CWS: Promotion of the CWS program. Copies of materials showing promotion of CWS must be included as documentation of such activities.
5. Other Projects: Special chapter projects related to educational opportunities provided to IAWP members. Programs and other documentation of special educational projects must also be submitted.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- All educational and training activities meeting the above criteria must have occurred during the calendar year preceding the judging year.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS**A Nomination Presentation**

Any narrative included with the documentation must be typed, in no less than an 11 size font, on 8½ x-11 inch paper.

B Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C Documentation

The articles must be identified by date and source and highlighted for easy identification. The photographs and other items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. Documentary materials must not be redundant. *Warning: No points shall be awarded for a criteria for recognition for which proper documentation is not provided and included behind the tab designated for that criteria.*

D Binder/Tabs/Table of Contents

All materials and documentation must be included in a binder. Tabs, labeled consistent with the Criteria for Recognition, must be used. A table of contents must be included for every tab that has ten (10) or more pages. One point will be deducted from a Criteria for Recognition if a required table of contents is not included.

SELECTION PROCESS

- 1.) The timely received educational submissions will be divided among the members of the selection team chosen from the IAWP Educational Development Committee. Each selection team member will review and score his/her assigned nominations by using the criteria on Educational Achievement Judging & Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the Educational Development Committee; and
- 2.) The Committee Chair will notify the IAWP President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.

RECOGNITION

- All chapters earning maximum points will be recognized. If no chapter earns maximum points, the Educational Development Committee chair may choose to recognize the highest scoring chapter.
- Maximum points winners will be recognized during the IAWP Annual International Educational Conference, with the winners receiving a commemorative award; and

- Chapter Achievement points in the Education Award category will be given to chapters as set forth on the Education Award Judging & Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS 100 points
Advancing IAWP’s Objectives: Education Award Judging & Scoring Sheet

The selection team uses this scoring summary to determine the winner and to assign Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Judge: _____

A. Non-Institute Training Sponsored by Chapter or Subchapter (1 hour blocks)

- ____ 1. Training Session held at a Chapter Convention, Conference, Annual Meeting or Other Meeting.
- ____ 2. Each Training Session consisted of one hour of actual educational content
- ____ 3. Participation was documented

Point Range: 0-40
 (2 points for each qualifying session)

Number of Qualifying Sessions: _____ **0-40** _____

B. Institute-Training Sponsored by Chapter or Subchapter (6 hrs or more)

- ____ 1. Institute Training conducted for all personnel within the chapter or sub-chapter
- ____ 2. Institute Training had at least six hours of educational content.
- ____ 3. Participation was documented

Point Range: 0 or 18

Number of Qualifying Institutes: _____ **0 or 18** _____

C. Annual Business Sponsored by Chapter

- ____ 1. Annual Meeting/Convention was statewide convening of Chapter members and invited guests.
- ____ 2. Primary purpose of Meeting/Convention was to conduct Chapter business.
- ____ 3. Annual Meeting/Convention was documented.

0 or 8 _____

D. Institute Sponsored by District

- ____ 1. District Institute was an educational program conducted by a host chapter in cooperation with other chapters in a district
- ____ 2. District Institute was conducted for all agency personnel.
- ____ 3. Participation were documented.

0 or 5 _____

E. Chapter Sponsored Grants**1. Individual**

- ____ a) Grant was available to all Chapter members and documented.
 ____ b) Grant was awarded and paid (maximum of two).
 ____ c) Proof of each grant awarded and payment thereof was documented.

Number of Qualifying Grants: _____ **0-4** _____
 (2 points for qualifying grant program and 1 point for each qualifying grant awarded)

2. Group

- ____ a) Grant was available to all Chapter members and documented.
 ____ b) Grant was awarded and paid (maximum of one).
 ____ c) Proof of grant awarded and payment thereof was documented.

Number of Qualifying Grants: _____ **0-4** _____
 (2 points for qualifying grant program and 2 points for each qualifying grant awarded)

F. Other Educational Activities**1. Educational Articles**

- ____ a) Article was original or reprinted.
 ____ b) Articles appeared in:
 ____ 1) Chapter Newsletters
 ____ 2) Combined Chapter/Agency Newsletters
 ____ 3) Printed copies of electronic media
 ____ c) Articles were highlighted and documented.

Number of Qualifying Articles: _____ **0-5** _____
 (1 point for qualifying article)

2. Library

- ____ a) Library was newly established during qualifying year (3 points).
 ____ b) Promotional materials or usage list for the library during qualifying year documented (1 point).

OR

- ____ c) Library was previously established and continued during qualifying year (1 point).
 ____ d) Existing Library was expanded during qualifying year (1 point).
 ____ e) Existing Library was promoted during qualifying year (1 point).
 ____ f) Usage list for the library was distributed during qualifying year documented (1 point).

0-4 _____

3. WPDP Promotion

- _____ a) Promoted WPDP participation.
- _____ b) WPDP Promotion documented.

Number of Qualifying Promotions: _____
 (1 point for each qualifying Promotion)

0-2 _____

4. CWS Promotion

- _____ a) Promoted CWS participation.
- _____ c) CWS Promotion documented.

Number of Qualifying Promotions: _____
 (1 point for each qualifying Promotion)

0-2 _____

5. Other Projects

- _____ a) Subchapter President’s training /education
- _____ b) IAWP/Agency co-sponsored programs/projects for training/education
- _____ c) _____
- _____ d) _____
- _____ e) Projects were documented.

Number of Qualifying Projects: _____
 (1 point for each qualifying Project)

0-5 _____

NOMINATION SUBMISSION COMPONENTS

0 — 4

Standard Nomination Form **0-1** _____

Binder/Tabs/Table of Contents **0-3** _____

MAXIMUM CHAPTER ACHIEVEMENT POINTS

100 _____

14. Legislative *maximum points chapters*

The Legislative Award recognizes chapters for outstanding legislative activities and initiatives at the national or local level. This Award is to promote legislative activity among the individual chapters regardless of the stance taken by the individual chapter on particular issues.

CRITERIA

All of the following achievements should apply to the Legislative Award nominees:

A. Communication Plan

The Chapter had an up-to-date and documented plan for informing legislators and the membership on all legislative issues may and will occur during the award year. The plan should demonstrate the process the chapter plans to use to initiate appropriate actions at all levels, appointment of a Chapter Legislative Committee and identification of key contacts in both state and federal governments. This plan must have been filed with the Chair of the Legislative Steering Committee on or before January 1 of the award year.

B. Communication Follow-through

Response to requests initiated by the IAWP Legislative Steering Committee (action memos). This includes submitting for each IAWP Legislative Action Memo an written explanation with supporting documentation detailing why a Chapter was prevented from taking the action requested by a Memo; i.e., political sensitivity, contrary to agency position, etc

C. . Promote Legislative Awareness through

1. Topics at district, chapter or subchapter meetings, or a legislator as a speaker at an institute, convention or meeting or meeting.
2. Printed articles in chapter publication.
3. Special, unusual or additional legislative initiatives such as conducted campaign for a state bill; testified at hearing on state employment, unemployment, training or related program issue (beyond normal work duties); demonstrated special efforts to build a legislative coalition; marketed Legislative Reserve to chapter membership; conducted statehouse/District Office visits; sent thank-you notes to elected officials.
4. Exceptional overall effort in legislative processes.
5. Special legislative education publications such as legislative newsletters and IAWP web pages with legislative information included

ELIGIBILITY

- All of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- All materials submitted must be in English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

Any narrative included with the documentation must be typed, in no less than an 11 size font, on 8½ x-11 inch paper.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Documentation

The articles must be identified by date and source and highlighted for easy identification. The photographs and other items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. Documentary materials must not be redundant. *Warning: No points shall be awarded for a criteria for recognition for which proper documentation is not provided and included behind the tab designated for that criteria.*

D. Binder/Tabs/Table of Contents

All materials and documentation must be included in a binder. Tabs, labeled consistent with the Criteria for Recognition, must be used. A table of contents must be included for every tab that has ten (10) or more pages. One point will be deducted from a Criteria for Recognition if a required table of contents is not included.

SELECTION PROCESS

1. The timely received educational submissions will be divided among the members of the selection team chosen from the IAWP Legislative Steering Committee. Each selection team member will review and score his/her assigned nominations by using the criteria on Educational Achievement Judging & Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the Legislative Steering Committee; and
2. The Committee Chair will notify the IAWP President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.

RECOGNITION

- All chapters earning maximum points will be recognized. If no chapter earns maximum points, the Legislative Steering Committee chair may choose to recognize the highest scoring chapter.
- Maximum points winners will be recognized during the IAWP Annual International Educational Conference, with the winners receiving a commemorative award; and
- Chapter Achievement points in the Legislative Award category will be given to chapters as set forth on the Legislative Award Judging & Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS 60 points

Advancing IAWP Objectives: Legislative Award Judging and Scoring Sheet

The selection team uses this scoring summary to determine the winner and to assign Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Judge: _____

A. Communication Plan	0—5	_____
<p>On or before January 1 of the award year, the Chapter filed with the Chair of the Legislative Steering Committee a document that show the Chapter had an up-to-date and documented plan for informing legislators and the membership on all legislative issues may and will occur during the award year. The plan should demonstrate the process the chapter plans to use to initiate appropriate actions at all levels, appointment of a Chapter Legislative Committee and identification of key contacts in both state and federal governments.</p>		
B. Communication Follow-through	0—10	_____
<p>The Chapter followed up on all action memos and other correspondence from the IAWP Legislative Steering Committee with quality and quick responses or for each action memo, submitted the required explanation with supporting documentation detailing why the Chapter did not take action as requested by the action memo.</p>		
C. Promote Legislative Awareness through		
<p>1. Topics at district, chapter or subchapter meetings, or a legislator as a speaker at an institute, convention or meeting. (up to 5 points per separate event, maximum 3 events)</p>	0-15	_____
<p>2. Printed articles in a chapter publication. (1 point per separate article on a different legislative topic, maximum 10 articles)</p>	0-10	_____
<p>3. Special, unusual or additional legislative initiatives such as conducting a campaign for a state bill; testifying at a hearing on state employment, unemployment, training of other Workforce Development program issues (beyond normal work duties); demonstrating special efforts to build a legislative coalition; marketing Legislative Reserve to chapter membership; conducting statehouse/District visits; sending thank-you notes to elected officials; publicized legislative hot lines.</p>	0-10	_____
<p>4. Exceptional overall effort in legislative processes.</p>	0-4	_____
<p>5. Special legislative education publications such as legislative newsletters and IAWP Web pages with legislative information included. (1 point each publication and/or Web page, maximum 3)</p>	0-3	_____
NOMINATION SUBMISSION COMPONENTS		
Standard Nomination Form	0-1	_____
Binder/Tabs/Table of Contents	0-2	_____
MAXIMUM CHAPTER ACHIEVEMENT POINTS	60	_____

Notes

15. Communication Award

The Communication Award recognizes chapters that have utilized multi-communication methods for the purpose of sharing information and promoting IAWP activities and initiatives to both members and the public.

CRITERIA

All of the following achievements should apply to the Communication Award nominees:

A. Chapter Newsletter

1. Frequency: A maximum of 6 issues produced in the rating year may be submitted. Electronic communication methods will be considered for inclusion for total number of issues providing evidence has been supplied that a hard copy has been distributed to individuals who do not have access to electronic communication means.
2. Format: Does the newsletter follow prescribed formatting for identification, consistency, dating, graphic techniques, proper division, etc?
3. Journalistic Style: Does the newsletter reflect originality, adhere to journalistic style, contain newsworthy content, include tasteful articles and contain proper grammar?
4. Coverage: Does the newsletter cover IAWP events?

B. Chapter Web site

Does the chapter have a Web site with content of value to IAWP members?

C. E-mail or Intranet

Does the chapter use e-mail as a means of communicating with members?

D. Print Materials

Does the chapter produce and distribute other print materials that promote international- and/or chapter-level IAWP benefits?

E. Mainstream Media

Has the association or local chapter been featured in local public media (i.e. newspaper, radio or television spot)? For this purpose, public media is considered to be media of general circulation to the public, outside the workforce development field.

ELIGIBILITY

- All of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- All materials submitted must be in English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

Any narrative included with the documentation must typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Documentation

The articles must be identified by date and source and highlighted for easy identification. The photographs and other items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. Documentary materials must not be redundant. *Warning: No points shall be awarded for a criteria for recognition for which proper documentation is not provided and included behind the tab designated for that criteria.*

D. Binder/Tabs/Table of Contents

All materials and documentation must be included in a binder. Tabs, labeled consistent with the Criteria for Recognition, must be used. A table of contents must be included for every tab that has ten (10) or more pages. One point will be deducted from a Criteria for Recognition if a required table of contents is not included.

SELECTION PROCESS

1. The timely received educational submissions will be divided among the members of the selection team chosen from the IAWP Communication Committee. Each selection team member will review and score his/her assigned nominations by using the criteria on Educational Achievement Judging & Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the selection team chair, who will be the chair of the Communication Committee; and
2. The Committee Chair will notify the IAWP President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.

RECOGNITION

- All chapters earning maximum points will be recognized. If no chapter earns maximum points, the Communications Committee chair may choose to recognize the highest scoring chapter.
- Maximum points winners will be recognized during the IAWP Annual International Educational Conference, with the winners receiving a commemorative award; and
- Chapter Achievement points in the Communications Award category will be given to chapters as set forth on the Communications Award Judging & Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS 45 points

Advancing IAWP’s Objectives: Communication Award Judging & Scoring Sheet

The selection team uses this scoring summary to determine the winner and to assign Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Judge: _____

CRITERIA

A. Chapter Newsletter

1. Frequency	1 point per issue, 6 max		_____
2. Format		0-4	
a. Identification of newsletter (newsletter name, editor’s name, chapter, mailing address for article submissions, issue number/date)		0-1	_____
b. Accepted/quality use of graphics/pictures		0-1	_____
c. Proper word, paragraph and page division		0-1	_____
d. Consistency		0-1	_____
3. Journalistic Style		0-4	
a. Content originality, variety and accuracy		0-1	_____
b. Newsworthy content practicable for reading audience		0-1	_____
c. Articles of interest		0-1	_____
d. Proper grammar and punctuation		0-1	_____
4. IAWP Coverage		0-6	
<i>Should include:</i>			
• major IAWP program activities and contests			
• coverage of IAWP concerns, themes, activities and perspectives with a chapter perspective – three articles per rating year			
• IAWP events at chapter level			
• IAWP events at subchapter level			
• reports of chapter meetings and seminars			
• chapter concerns			
• chapter announcements			
• member participation in community and career life			
• regular column by chapter president and/or agency administrator or alternating columns by other chapter officers, committee chairs and district representative			
• housekeeping coverage:			
○ Chapter officer/chair roster			
○ Chapter award criteria			
○ Chapter membership applications			
○ Reports/summaries of chapter administrative board meeting			
○ Education grant scholarship information (chapter and international)			
○ Regular newsletter deadlines for contributing writers			
○ Chapter calendar of events – each issue to include current calendar			
○ Other chapter operational information			

B. Chapter Web site	0– 5	_____
Does the chapter have a Web site with content of value to members or the general public? (Include a printed copy of the Web site content.)		
C. E-mail or Intranet	0– 5	_____
Does the Chapter use electronic communication to reach members? (Include samples of electronic communication.)		
D. Print Materials	1 point each, max 4	_____
Did the Chapter produce other materials to encourage membership or participation? (Include a copy of promotional materials produced.)		
E. Mainstream Media		
Press releases sent to local public media (include copy of press release and verification of distribution, if available)	1 point each, max 4	_____
Clippings from print media, radio/TV transcripts/tapes, or videos	1 point each, max 4	_____
NOMINATION SUBMISSION COMPONENTS		
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____
MAXIMUM CHAPTER ACHIEVEMENT POINTS	45	_____

Notes

16. Professional Practices *maximum points chapter*

The Professional Practices Award recognizes chapters for a wide variety of activities that demonstrate diverse and creative projects.

CRITERIA

All of the following achievements should apply to the Professional Practices Award nominees:

A. Internal (Chapter) Recognition

Chapter recognition of members for job performance, service to IAWP, longevity of membership, etc. *Examples: Employee Performance Awards, Hall of Fame, member of the Year, Unsung Hero Award, Sub-Chapter Awards, Continuous membership Award, Above and Beyond, job related/program awards (ES, UI, LMI, WC, PI, Training, etc.), etc.*

B. IAWP Promotion

Activities that promote membership and publicize the objectives of the organization. *Examples: IAWP Day, chapter history projects, Employer Committee coordination, hosting of receptions for regional or national meetings, etc.*

C. Chapter Service Projects

Activities that involve Chapter members in the community and/or the betterment of life for the members. *Examples: Food drives for the needy, community projects, recycling/environmental efforts, wellness programs, employee medical contribution drives, fund raisers for specific charitable causes, etc.*

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- All of the activity/performance to be considered must have occurred during the calendar year preceding the judging year.
- The written nomination must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- The nomination and documentation must be in English or translated into English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

Any narrative included with the documentation must typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper. The nomination must fit into a binder, no more than 2 inches wide

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Documentation

Evidence/documentation of activities in each of the requisite areas must include the date on which the activity took place. Tabs, labeled consistent with the Criteria for Recognition, must be used.

SELECTION PROCESS

1. The timely received nominations will be divided among the members of the selection team chosen from the IAWP Chapter Development Committee. Each selection team member will review and score his/her assigned nominations by using the criteria on Professional Practices Scoring Summary Sheet. The selection team member will sign the scoring sheets and submit

them to the selection team chair, who will be the chair of the Chapter Development Committee; and

2. The committee chair will notify the IAWP President of the results of the selection process and submit any required documentation to this individual.

RECOGNITION

- All chapters earning maximum points will be recognized.
- Commemorative awards will be presented to all winners during the IAWP Annual International Educational Conference

MAXIMUM CHAPTER ACHIEVEMENT POINTS 50 points

PROFESSIONAL PRACTICES AWARD

What Are Professional Items?

It would be impossible to list every potential award, project or activity that could apply to Professional Practices since this contest relies heavily on chapter and subchapter creativity. Still, determining what items to include in the chapter’s Professional Practices entry need not be an overwhelming problem.

The keys to a successful entry are organization, proper documentation and effective coordination among all chapter and subchapter chairs who have possible inclusions for the Professional Practices contest. Although the following chart is not exhaustive, it provides some items that could be considered, as well as items that do not qualify.

WHAT COUNTS	WHAT DOESN'T COUNT
Employment Performance Awards	Any activities eligible for, or that will be receiving points in other award contests
IAWP Promotion & Service to chapters	Chapter newsletters
Projects/functions to promote IAWP to groups or offices	Agency newsletters
Community Service Projects	Documented member participation at Int’l. convention/conference
Fund raisers for a specific charitable organization or relief effort	Documented individual service on IAWP Board of Directors
Miscellaneous IAWP awards	Chapter or local exclusively social events
	Fund-raisers with only purpose to increase chapter revenues

Documentation in Professional Practices Notebook Documentation should show chapter contest promotion, chapter’s adopted rule/criteria for each type of contest, name of winner, type of award given and a program from an award ceremony showing that this award is actually presented.

Advancing IAWP Objectives: Professional Practices Chapter Achievement Judging & Scoring Sheet

The selection team uses this scoring sheet to determine Chapter Achievement Points.

Contest Year: _____ Chapter: _____ Judge: _____

CRITERIA

A. Internal Recognition

- | | | |
|---|----------|-------|
| 1. Promotion of Chapter Awards (max 7)
<i>Excluding awards in the IAWP awards program. Examples: Employee Performance Awards, Hall of Fame, member of the Year, Unsung Hero Award, Sub-Chapter Awards, Continuous membership Award, Above and beyond, job related/program awards (ES, UI, LMI, WC, PI, Training, etc.), etc.</i> | 0-2 each | _____ |
| 2. Winners selected (max 7) | 0-1 each | _____ |
| 3. Evidence of an award presentation (max 7) | 0-1 each | _____ |

B. IAWP Promotion (max 6)

Examples: IAWP Day, chapter history projects, Employer Committee coordination, hosting of receptions for regional or national meetings, etc.

0-2 each _____

C. Chapter Service Projects (max 7)

Examples: Food drives for the needy, community projects, recycling/environmental efforts, wellness programs, employee medical contribution drives, fund raisers for specific charitable causes, etc.

0-1 each _____

NOMINATION SUBMISSION COMPONENTS

Binder	0 or 1	
Tabs	0 or 1	
Standard Nomination Form	0 or 1	_____

MAXIMUM CHAPTER ACHIEVEMENT POINTS **50** _____

Notes

17. Overall Membership

Overall Membership (all who qualify)

To recognize all chapters for membership recruitment efforts.

CRITERIA:

A. Membership Plan: The chapter had a membership plan that demonstrates the process for encouraging membership for retention, recruitment of new members, and retiree recruitment. The plan must have been filed with the IAWP Membership Chair by October 1 of the preceding membership year. Plan can be e-mailed, faxed, or sent by regular mail (postmarked October 1 or before).

B. Outstanding Membership Activities: In order to recruit and retain members, the chapter should prove up to five (5) outstanding membership activities. These activities should encourage non-members to join and current members to renew.

C. Actual Membership: Chapter Achievement points are based on percentage of previous year's membership and are awarded as follows:

<u>Percentage</u>	=	<u>Points</u>
Up to 75	=	5
76-100	=	10
101-125	=	15
126 and above	=	20

Membership transmittals and corresponding dues will determine percentage and will be calculated by the Administrative Office.

ELIGIBILITY

- All of the members must have been recruited or renewed during the current membership year.
- The IAWP Administrative Office must receive the transmittal, including corresponding dues, 120 days into the calendar year.
- The written report must be received or postmarked in compliance with the IAWP Mailing and Postmark Verification Policy appearing on the Standard Nomination Form.
- All materials submitted must be in English.

NOMINATION REQUIREMENTS

A. Nomination Presentation

Any narrative included with the documentation must typed, in no less than an 11 size font, on 8½ x-11 inch paper.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

C. Documentation

A one-page summary (narrative) of the chapter's membership activities (describing how the activities were outstanding) should follow the Standard Nomination Form. Documentation should be limited to two items for each activity. Photographs or other items less than 8½ x 11 inches in size

must be mounted on 8½ x 11-inch paper. Documentary materials must not be redundant. *Warning: No points shall be awarded for a criteria for recognition for which proper documentation is not provided and included behind the tab designated for that criteria.*

D. Binder/Tabs/Table of Contents

All materials and documentation must be included in a binder. Tabs, labeled consistent with the Criteria for Recognition, must be used.

SELECTION PROCESS

1. The timely received membership submissions will be divided among the members of the selection team chosen by the IAWP Membership Chair. Each selection team member will review and score his/her assigned nominations by using the criteria on Overall Membership Judging & Scoring Sheet. The selection team member will sign the scoring sheets and submit them to the IAWP Membership Chair; and
2. The IAWP Membership Chair will notify the IAWP President and the Chapter Development Committee Chair of the results of the selection process and submit any required documentation to these individuals.

RECOGNITION

- All chapters earning maximum points will be recognized. If no chapter earns maximum points, the IAWP Membership Chair may choose to recognize the highest scoring chapter.
- Maximum points winners will be recognized during the IAWP Annual International Educational Conference, with the winners receiving a commemorative award; and
- Chapter Achievement points in the Overall Membership Award category will be given to chapters as set forth on the Overall Membership Judging & Scoring Sheet.

MAXIMUM CHAPTER ACHIEVEMENT POINTS: 35 points

Advancing IAWP Objectives: Overall Membership Judging Sheet

The IAWP Membership selection team uses this scoring summary sheet to determine the winners.

Contest Year: _____ Chapter _____ Judge _____

CRITERIA

1. Membership Plan

Plan was submitted to the IAWP Membership Chair by October 1. This document included the chapter's plans for retention, recruitment of new members, and retiree recruitment.

(7 points) _____

2. Outstanding membership recruitment activities

(1 point for each activity, up to 5)

(0-5 points) _____

- a)
- b)
- c)
- d)
- e)

3. Percentage of previous year's membership:

(to be calculated by the IAWP Administrative Office after all transmittals are received for the membership year)

Percentage	=	Points	
Up to 75	=	5	
76-100	=	10	
101-125	=	15	
126 and above	=	20	(5-20 points) _____

NOMINATION SUBMISSION COMPONENTS

Binder	(0 or 1)	
Tabs	(0 or 1)	
Standard Nomination Form	(0 or 1)	_____

MAXIMUM CHAPTER ACHIEVEMENT POINTS: **35 points** _____

Notes

18. Advancing IAWP's Objectives: December Jumpstart!

(9 chapters)

To recognize membership efforts in three categories:

1. the highest percentage increase in total membership as compared to the previous year's total (large, medium, small chapter)
2. the most new members (large, medium, small chapter)
3. the highest percentage of renewals (large, medium, small chapter)

ELIGIBILITY

All of the members must have been recruited or renewed during the current membership year. The IAWP Administrative Office must receive the transmittal, including corresponding dues, no later than December 10. All materials submitted must be in English.

SELECTION REQUIREMENTS

The Administrative Office Manager determines the three categories (large, medium and small) annually by dividing IAWP's chapters into three equal groups based on reported previous year's membership.

NOMINATION REQUIREMENTS

IAWP transmittals and corresponding dues.

RECOGNITION

One winner in each category (subcategory) will be recognized.

Tangible

Certificates will be presented at the awards ceremony during the IAWP Annual International Educational Conference. Each winning chapter will also receive one credit of \$50 for the educational portion of a registration package to that year's IAWP Annual International Educational Conference.

(Revised 12/05/08)

CHAPTER ACHIEVEMENT POINTS

No points possible

19. Retention

(all who qualify)

To recognize all chapters with a minimum of 75% renewals.

ELIGIBILITY

All of the renewals must be obtained during the current membership year. The IAWP Administrative Office must receive the transmittal, including corresponding dues, no later than April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

IAWP transmittals and corresponding dues.

SELECTION PROCEDURE

The number of renewals is divided by the number of the preceding year's overall membership.

RECOGNITION

All eligible chapters will be recognized.

Tangible

Commemorative certificate presented at the awards ceremony during the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

20. New Members

(6 chapters)

To recognize:

- A. the large, medium and small chapters with the most new members and
- B. the large, medium and small chapters with the highest percentage of new members.

ELIGIBILITY

All of the new members must be obtained during the current membership year. The IAWP Administrative Office must receive the transmittal, including corresponding dues, no later April 30th. All materials submitted must be in English.

NOMINATION REQUIREMENTS

IAWP transmittals and corresponding dues.

SELECTION PROCEDURE

The Administrative Office Manager determines the three categories (large, medium and small) annually by dividing IAWP's chapters into three equal groups based on reported previous year's membership.

- A. The total number of new members reported is compared to all other chapters within the category.
- B. The percentage of new members reported is compared to the total membership of the chapter for the previous year.

RECOGNITION

One chapter in each category will be recognized.

Tangible

Commemorative certificate presented at the awards ceremony during the IAWP Annual International Educational Conference.

CHAPTER ACHIEVEMENT POINTS

No points possible

C. Chapter Achievement

1. Big 12 (chapter)

The Big 12 Award recognizes those chapters that submit nominations in each of the 12 award categories and *earn a minimum of 25 percent of the judging points* for each category. The 12 categories include: Merit, Citation, Specialized Customer Services, Services to Veterans, Unemployment Insurance, International Development, Retiree, Education, Legislation, Communication, Professional Practices, and Overall Membership.

ELIGIBILITY

All US chapters are eligible.

NOMINATION REQUIREMENTS

No nomination is necessary.

RECOGNITION

- All chapters earning a minimum of 25 percent of the judging points for all 12 award categories will be recognized.
- The winners will be recognized with a commemorative award during the IAWP Annual International Educational Conference.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

No points possible.

2. Most Improved (chapter)

The Most Improved Award recognizes the chapter that has increased its chapter activity points by the greatest margin from the previous year's points.

ELIGIBILITY

All US chapters are eligible.

NOMINATION REQUIREMENTS

No nomination is necessary.

SELECTION PROCESS

The number of current chapter activity points is compared to the previous year's chapter activity points. The chapter with the greatest point increase is the single winner.

RECOGNITION

The winner will be recognized with a commemorative award during the IAWP Annual International Educational Conference.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

No points possible.

3. Chapter Achievement (chapter)

The Chapter Achievement Award recognizes the chapter with the most chapter achievement points.

ELIGIBILITY

All US chapters are eligible.

NOMINATION REQUIREMENTS

No nomination is necessary.

RECOGNITION

The winner will be recognized with a commemorative award during the IAWP Annual International Educational Conference.

MAXIMUM CHAPTER ACHIEVEMENT POINTS

No points possible.

Notes
