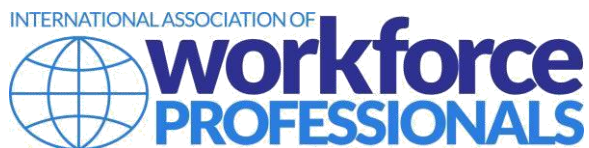


THE IAWP AWARDS

Celebrating outstanding contributions to the workforce profession and the International Association of Workforce Professionals

OFFICIAL GUIDEBOOK



OVERVIEW

IAWP provides awards in three categories:

1. Innovation in Workforce Systems – recognizing individuals, groups, and organizations for extraordinary innovation that directly or indirectly impacts systems, customers, or professionals within the workforce system.
2. Outstanding Service to IAWP – recognizing the outstanding work of members in service to the association.
3. Chapter Excellence – recognizing IAWP Chapters that are going above and beyond in their work and service to members and the association in the areas of professional development, marketing and communication, membership, and community involvement.

In addition, IAWP recognizes chapters and individuals for outstanding efforts in promoting membership. The IAWP Executive Director and International President may also provide awards at their discretion for outstanding work in the association and profession.

Unless otherwise noted, awards nominations are for work or service completed during the previous calendar year (i.e. nomination in 2018 is for work or service in 2017), henceforth referred to as the contest year.

Awards winners are announced during the annual [Workforce Development Conference](#).

AWARD CATEGORIES

Award	Category	Recognition Goes To
Innovation in Workforce Systems	<ol style="list-style-type: none"> 1. Individual 2. Group 3. Organization 	1 st Place for each category with honorable mentions at the discretion of the awards committee
Outstanding Service to IAWP	<ol style="list-style-type: none"> 1. Workforce Professional 2. Senior & Emeritus Workforce Professional 3. Organization Affiliate 4. International Affiliate 	1 st Place for each category with honorable mentions at the discretion of the awards committee
Chapter Excellence	<ol style="list-style-type: none"> 1. Professional Development 2. Membership 3. Marketing/Communication 4. Community Involvement 	Each Chapter that receives 90% or more of points in a category.

NOMINATIONS

IAWP accepts nominations on January 1-March 1 of the year in which the award is presented. Nominations may be submitted using the online nomination system.

Each nomination must include the applicable online nomination form (see below).

[Chapter Excellence Award](#)

[Innovation in Workforce Systems](#)

[Outstanding Service to IAWP](#)

[Public Policy Award](#)

[Ealton Nelson Intl Development Award](#)

[Lifetime Achievement Award](#)

Most awards also require a short summary of accomplishment(s), a narrative outlining the details of the accomplishment(s), and documentation that supports the nomination. You will find specific nomination requirements for each award outlined in the online nomination form, and later in this guidebook.

Nominations without all required components or received after 11:59 PM pacific time on March 1 of the year in which the award is presented may be disqualified.

[CLICK HERE](#) to access the awards section of the IAWP website.

SELECTION PROCESS

All timely and complete nominations are reviewed by the IAWP Awards Selection Team. The team includes the IAWP Awards Committee Chair, the IAWP Officers, the IAWP Executive Director, and other members as appointed by the International President.

Each nomination is reviewed and scored independently by at least three members of the selection team. The scores are combined to determine the winner. If two nominations are within five (5) total points of each other, the nominations will be reviewed and scored by the entire Selection Team.

The Selection Team may choose to not choose a winner in a category should there be no nomination received in category or the Selection Team unanimously decides no nomination meets the threshold of winning an award.

Selection Team members will recuse themselves from scoring nominations in which an actual or perceived conflict of interest may exist.

UPDATES TO THE AWARDS PROGRAM & GUIDEBOOK

This guidebook is the official, Board of Director approved documentation for the IAWP Awards including award criteria, nomination process, and scoring criteria. The Awards Committee Chair may make non-substantive changes, such as, but not limited to, grammar, spelling, and formatting, to this guidebook without Board approval. The IAWP Board of Directors, on a majority vote, makes substantive changes, such as, but not limited to, awards, criteria, eligibility, and the nomination and scoring process, the awards program and this guidebook. Changes to criteria, scoring, or process will be noted in this guidebook and shared through IAWP social media accounts and publications.

ELIGIBILITY & CRITERIA:

Innovation in Workforce Systems

The **Innovation in Workforce Systems Award** recognizes individuals, groups, and organizations for extraordinary innovation that directly or indirectly impacts systems, customers, or professionals within the workforce system. Contributions can take many forms and may include a significant role in the implementation and effective delivery of a highly innovative idea or system.

This could include, but is not limited to, implementation of a new system or process, developing an innovative program, creating a new way of delivering services, developing new technology or a new way to use technology, creating new partnerships, developing and/or implementing new policy, or going far above and beyond the regular duties of the job.

ELIGIBILITY

Any person, group, or organization that works or does work with the workforce system. There is no IAWP membership requirement for this award.

If this is a project or activity that is taking place over multiple years, the majority of the work or demonstrated results must have taken place during the contest year.

CATEGORIES

There are three (3) categories to submit a nomination:

1. Individual
2. Group/Team
3. Organization

NOMINATION SUBMISSION COMPONENTS

The Innovation in Workforce Systems must include the standard nomination form AND the following submission components:

1. **Overview of the Innovation:** A (one) summary paragraph (500 words or less) that adequately describes the innovation and its outcomes and benefits with sufficient detail that anyone reading it will understand the innovation.

2. **Narrative:** Provide a narrative that describes the innovative accomplishment. Where applicable, include references to the criteria listed below
3. **Endorsement Letters:** Attach up to two (2) letters of endorsement (optional and not to exceed 4 pages) from someone in a leadership position who can attest to the value of the innovation. Endorsement letters are not required.
4. **Documentation:** Provide documents that support or illustrate the information contained in the narrative.

CRITERIA

In selecting **Innovation in Workforce Systems Award**, the following criteria will be considered by the Selection Team. *Please describe or expand upon* each of these in the Innovation Overview and Narrative sections of your submission.

1. **Out-of-the-box-thinking:** Does this innovation represent out-of-the-box or cutting edge thinking? (20 points)
2. **Leadership:** Did this accomplishment demonstrate innovative leadership? Did this nominee's leadership set the stage for further innovative work? (10 points)
3. **Enthusiasm:** Has this innovation led to a new product, process or idea? Can it be integrated widely? Does it have the potential to generate revenue or initiate other ideas or exemplary work? (10 points)
4. **Impact:** Will the innovation bring fundamental change and/or move the organization or the world of workforce development forward? Does it identify new ways to improve the quality of services or programming? Does it identify new approaches for completing work more efficiently and/or effectively? Is the work practical and sustainable? (5 points)
5. **Replicability:** Can the innovation be replicated within other areas of workforce development or at other organizations? Would it be valuable to do so? Does the innovation plan for successful implementation? Does it demonstrate long-term success? (5 points)

SCORING

There are 50 points available. Twenty (20) points for criteria 1. Ten (10) points each for criteria 2 and 3. Five (5) points for each for criteria 4 and 5.

ELIGIBILITY & CRITERIA:

Outstanding Service to IAWP

The **Outstanding Service to IAWP Award** recognizes the outstanding work of members in service to the International Association of Workforce Professionals.

This could include, but is not limited to, developing programs to increase membership or meet other IAWP objectives, increasing awareness of IAWP in the community, creating new and different programs for members, developing innovative partnerships, giving back to their community and the association, or going far above and beyond their role and duties in the association.

ELIGIBILITY

Current IAWP members only. Must have an active, paid or lifetime membership, during the contest and award year.

CATEGORIES

There are four (4) categories to submit a nomination:

1. Workforce Professional
2. Senior or Emeritus Workforce Professional
3. Organization Affiliate
4. International Affiliate

NOMINATION SUBMISSION COMPONENTS

The Outstanding Service to IAWP must include the standard nomination form AND the following submission components:

1. **Summary of Accomplishment:** A (one) summary paragraph (500 words or less) that adequately describes why this person or affiliate is deserving of this award.
2. **Narrative:** Provide a narrative that describes how this person or affiliate went above and beyond in their service to IAWP. Do not simply describe tasks or activities that are part of their duties as an officer or committee member.

3. **Endorsement Letters:** Attach up to two (2) letters of endorsement (optional and not to exceed 4 pages) from someone who can attest to the service provided to IAWP. Endorsement letters are not required.
4. **Documentation:** Provide documents that support or illustrate the information contained in the narrative.

CRITERIA

In selecting the **Outstanding Service to IAWP Award**, the criteria below will be considered by the Selection Team. *Please describe or expand upon* each of these in the Summary of Accomplishments and Narrative sections of your submission.

1. **Benefits derived from the achievement:** Activity led to tangible benefits for IAWP such as a higher profile, more members, a new member benefit, or educational opportunity for members. (10 points)
2. **Alignment and promotion of IAWP mission and objectives:** The activity or service is aligned with and promotes IAWP's mission and objectives. (10 points)
3. **Promotion of IAWP:** Measurable improvement in Chapter program **OR** increase IAWP participation at the association level. (10 points)
4. **Individual initiative:** The service or activity was outside the scope of their role in IAWP or went far above and beyond what is asked of a member. (10 points)
5. **Originality and Creativity:** The idea was new or a new, innovative twist on an old idea in both concept and application. (5 points)
6. **Potential Use by Others:** The work or service this person or affiliate did can be used by others within the organization (5 points)

SCORING

There are 50 points available. Ten (10) points each for criteria 1, 2, 3, and 4. Five (5) points for each for criteria 5 and 6.

ELIGIBILITY & CRITERIA:

Chapter Excellence Award

The **Chapter Excellence Award** recognizes the outstanding work of Chapters in service to their members and the International Association of Workforce Professionals.

This could include, but it not limited to, chapters developing and implementing innovative or creative ways to retain and increase membership, creating different and unique professional development opportunities for members, marketing the chapter and association using new or different tools and technology, communicating with members in different and unique ways, developing community amongst members, working to support their local communities and workforce systems, or developing creative partnerships.

ELIGIBILITY

IAWP Chapters who have a chapter affiliation agreement in place.

CATEGORIES

There are four (4) categories to submit a nomination:

1. Membership
2. Professional Development
3. Marketing and Communication
4. Community Involvement

NOMINATION SUBMISSION COMPONENTS

The Chapter Excellence Award must include the standard nomination form AND the following submission components:

1. **Description of Activity:** A (one) summary paragraph (500 words or less) that adequately describes why your chapter is deserving of this award.
2. **Narrative:** Provide a narrative that describes how your chapter created or did something new or innovative in the category. This could include (but is not limited to) what went into the decision making, the planning, who was involved, what was the reaction, what was the outcome(s), how do you know it was a success.

3. **Documentation:** Provide documents that support or illustrate the information contained in the narrative.

CRITERIA

In selecting the **Chapter Excellence Awards**, the criteria below will be considered by the Selection Team. *Please describe or expand upon* each of these in the Description of Activity and Narrative sections of your submission.

Out-of-the-box-thinking: Does this innovation represent out-of-the-box or cutting edge thinking? (20 points)

Leadership: Did this accomplishment demonstrate innovative leadership? Did this Chapter's leadership set the stage for further innovative work? (10 points)

Enthusiasm: Has this innovation led to a new product, process or idea? Can it be integrated widely? Does it have the potential to generate revenue or initiate other ideas or exemplary work? (10 points)

Impact: Will the innovation bring fundamental change and/or move the organization or the world of workforce development forward? Does it identify new ways to improve the quality of services or programming? Does it identify new approaches for completing work more efficiently and/or effectively? Is the work practical and sustainable? (10 points)

Replicability: Can the innovation be replicated within other areas of workforce development or at other organizations? Would it be valuable to do so? Does the innovation plan for successful implementation? Does it demonstrate long-term success? (10 points)

SCORING

There are 60 points available. Twenty (20) points for criteria 1. Ten (10) points each for additional criteria.

OTHER AWARDS

Discretionary Awards

The IAWP Executive Director and/or International President may choose to give awards at their discretion. This includes the IAWP Public Policy Award.

Membership Awards

IAWP will award Chapters and members for outstanding dedication to growth in membership. Awards will be provided to those Chapters who increase membership by 25% or more in the contest year. Awards will be provided to members who sign-up 20 or more new members during the contest year. Award winners will be determined by the IAWP Administrative Office with data provided by association management software.

IAWP Public Policy Award

From time to time IAWP may choose to award the IAWP Public Policy Award. The IAWP Public Policy award recognizes an individual who performed outstanding public service in the support of workforce development programs and/or personnel. Potential nominees include state or federal elected officials, appointed federal administrators, workforce agency directors, etc. The award affords national recognition for outstanding public service occurring during the calendar year proceeding the judging year. Criteria is included in the Appendix of this Guidebook.

Lifetime Achievement

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

Ealton Nelson International Development Award

From time to time IAWP may choose to award the IAWP Ealton Nelson International Development Award. The Ealton Nelson Award recognizes an individual/group and/or chapter's outstanding commitments to and achievements in IAWP's international development. Criteria is included in the Appendix of this Guidebook.

APPENDIX:

Public Policy Award Criteria (pages 11-12)

Lifetime Achievement Criteria (page 13-14)

Ealton Nelson International Development Award Criteria (page 15)

Example of Standard Nomination Sheet (page 16)

Scoring Sheets (starting on page 17)

ELIGIBILITY & CRITERIA: Public Policy Award

The **IAWP Public Policy award** recognizes an individual who performed outstanding public service in the support of workforce development programs and/or personnel. Potential nominees include state or federal elected officials, appointed federal administrators, workforce agency directors, etc. The award affords national recognition for outstanding public service occurring during the calendar year preceding the judging year.

ELIGIBILITY

Nominees need not be an IAWP member if nominated by one.

The nominee must be an individual who served in the legislative or administrative branch of the United States or state government, a workforce system administrator/director, or any other individual serving in a national or state policy-making role.

Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.

NOMINATION SUBMISSION COMPONENTS

The Public Policy Award must include the standard nomination form AND the following submission components:

1. **Summary of Accomplishment:** A (one) summary paragraph (500 words or less) that adequately describes why this person or affiliate is deserving of this award.
2. **Narrative:** Provide a narrative that describes how this person went above and beyond. Do not simply describe tasks or activities that are part of their duties.
3. **Endorsement Letters:** Attach up to two (2) letters of endorsement (optional and not to exceed 4 pages) from someone who can attest to their service. Endorsement letters are not required.
4. **Documentation:** Provide documents that support or illustrate the information contained in the narrative.

CRITERIA

In selecting the **Public Policy Award**, the criteria below will be considered by the Selection Team. *Please describe or expand upon* each of these in the Summary of Accomplishments and Narrative sections of your submission.

- A. **Legislation:** Successfully sponsored, enacted or influenced positive legislation at the state and/or federal levels to improve, enhance or strengthen workforce development systems to benefit workforce system personnel. (5 points)
- B. **Policies:** Developed and/or implemented national or state-wide policies to improve and strengthen workforce systems to benefit personnel, without unnecessary negative impact. (5 points)
- C. **Workforce Development Promotion:** Played 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. (5 points)
- D. **Leadership:** Demonstrated outstanding leadership in support of existing programs; or initializing new workforce development programs, etc. (5 points)
- E. **IAWP Support:** Encouraged participation and promoted IAWP activities by partners in the workforce development system. (5 points)

SCORING

There are 25 points available; 5 points per criteria.

SELECTION

The IAWP President and Executive Director are the selection team for the Public Policy Award.

ELIGIBILITY & CRITERIA:

Lifetime Achievement

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

ELIGIBILITY

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 directors and committee/subcommittee chairs) may submit nominations. Each administrative board member may submit only one.

Note: Based on the quality of nominations, the judging team can decide not to present a Lifetime Achievement Award.

NOMINATION SUBMISSION COMPONENTS

The Innovation in Workforce Systems must include the standard nomination form AND the following submission components:

1. **Summary of Accomplishment:** A (one) summary paragraph (500 words or less) that adequately describes why this person or affiliate is deserving of this award.
2. **Narrative:** Provide a narrative that describes how this person went above and beyond. Do not simply describe tasks or activities that are part of their duties.
3. **Endorsement Letters:** Attach up to two (2) letters of endorsement (optional and not to exceed 4 pages) from someone who can attest to their service. Endorsement letters are not required.
4. **Documentation:** Provide documents that support or illustrate the information contained in the narrative.

CRITERIA

In selecting the Lifetime Achievement Award, the criteria below will be considered by the Selection Team. **Please describe or expand upon** each of these in the Summary of Accomplishments and Narrative sections of your submission.

- A. **Advancing IAWP's Objectives:** Contributions have advanced one or more IAWP objective. (10 points)
- B. **Leadership Commitment:** The nominee should have served in a leadership capacity at the local, chapter, district and/or international level. (10 points)
- C. **Years of Service:** The nominee should have 10 or more years of continuous membership. (10 points)

SCORING

There are 30 points available; 10 points per criteria.

SELECTION

- A. The timely submitted nominations will be divided among three Past International Presidents. The Immediate Past President is chair of the judging team and chooses the other two Past International Presidents. Each judging team member will review his/her assigned nominations. The judging team member will collaborate with the judging team chair.
- B. The IAWP Immediate Past President will notify the IAWP International President and the Recognition Committee Chair of the results of the selection process and submit any required documentation to these individuals and the Administrative Office.
- C. The nominee selected to receive the Lifetime Achievement Award and the nominating Executive Board member will be notified by the Administrative Office of the results of the selection process.

ELIGIBILITY & CRITERIA:

Ealton Nelson International Development Award

The **Ealton Nelson International Development Award** recognizes an individual/group and chapter's outstanding commitments to and achievements in IAWP's international development.

ELIGIBILITY

Individual and groups are eligible for the award.

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 SUBMISSION COMPONENTS

The Ealton Nelson International Development Award must include the standard nomination form AND the following submission components:

1. **Summary of Accomplishment:** A (one) summary paragraph (500 words or less) that adequately describes why this person or affiliate is deserving of this award.
2. **Narrative:** Provide a narrative that describes how this person or group went above and beyond. Do not simply describe tasks or activities that are part of their duties.
3. **Endorsement Letters:** Attach up to two (2) letters of endorsement (optional and not to exceed 4 pages) from someone who can attest to their service. Endorsement letters are not required.
4. **Documentation:** Provide documents that support or illustrate the information contained in the narrative.

CRITERIA & SELECTION

The International Relations Committee Chair chooses the winners based on their exceptional international development activities, and prepares the nominations.

SCORING SHEETS

SCORING SHEET

Innovation in Workforce Systems

Nominee Name: _____

Category: Circle One INDIVIDUAL GROUP ORANIZATION

Criteria	Point Range	Score
Out-of-the-box-thinking: Does this innovation represent out-of-the-box or cutting edge thinking?	0 - 20	
Leadership: Did this accomplishment demonstrate innovative leadership? Did this nominee's leadership set the stage for further innovative work?	0 - 10	
Enthusiasm: Has this innovation led to a new product, process or idea? Can it be integrated widely? Does it have the potential to generate revenue or initiate other ideas or exemplary work?	0 - 10	
Impact: Will the innovation bring fundamental change and/or move the organization or the world of workforce development forward? Does it identify new ways to improve the quality of services or programming? Does it identify new approaches for completing work more efficiently and/or effectively? Is the work practical and sustainable?	0 - 5	
Replicability: Can the innovation be replicated within other areas of workforce development or at other organizations? Would it be valuable to do so? Does the innovation plan for successful implementation? Does it demonstrate long-term success?	0 - 5	
TOTAL	50	

COMMENTS:

Meets Qualifications: YES NO Judge:

THE IAWP AWARDS: SERVICE TO IAWP SCORING SHEET

SCORING SHEET
Service to IAWP

Nominee Name: _____

Category: One Workforce Professional Senior or Emeritus Workforce Professional
 Organization Affiliate International Affiliate

Criteria	Point Range	Score
Benefits derived from the achievement: Activity led to tangible benefits for IAWP such a higher profile, more members, a new member benefit, or educational opportunity for members.	0 - 10	
Alignment and promotion of IAWP mission and objectives: The activity or service is aligned with and promotes IAWP's mission and objectives.	0 - 10	
Promotion of IAWP: Measurable improvement in Chapter program OR increase IAWP participation at the association level.	0 - 10	
Individual initiative: The service or activity was outside the scope of their role in IAWP or went far above and beyond what is asked of a member.	0 - 10	
Originality and Creativity: The idea was new or a new, innovative twist on an old idea in both concept and application.	0 - 5	
Potential Use by Others: The work or service this person or affiliate did can be used by others within the organization.	0 - 5	
TOTAL	50	

COMMENTS:

Meets Qualifications: YES NO Judge:

THE IAWP AWARDS: CHAPTER EXCELLENCE SCORING SHEET

SCORING SHEET

Chapter Excellence

Nominee Name: _____

Category: Circle One Professional Development Membership

Marketing/Communication Community Involvement

Criteria	Point Range	Score
Out-of-the-box-thinking: Does this innovation represent out-of-the-box or cutting edge thinking?	0 - 20	
Leadership: Did this accomplishment demonstrate innovative leadership? Did this nominee's leadership set the stage for further innovative work?	0 - 10	
Enthusiasm: Has this innovation led to a new product, process or idea? Can it be integrated widely? Does it have the potential to generate revenue or initiate other ideas or exemplary work?	0 - 10	
Impact: Will the innovation bring fundamental change and/or move the organization or the world of workforce development forward? Does it identify new ways to improve the quality of services or programming? Does it identify new approaches for completing work more efficiently and/or effectively? Is the work practical and sustainable?	0 - 10	
Replicability: Can the innovation be replicated within other areas of workforce development or at other organizations? Would it be valuable to do so? Does the innovation plan for successful implementation? Does it demonstrate long-term success?	0 - 10	
TOTAL	60	

COMMENTS:

Meets Qualifications: YES NO Judge:

THE IAWP AWARDS: PUBLIC POLICY SCORING SHEET

SCORING SHEET

Public Policy

Nominee Name: _____

Criteria	Point Range	Score
Legislation: Successfully sponsored, enacted or influenced positive legislation at the state and federal levels to improve, enhance or strengthen workforce development systems to benefit workforce system personnel.	0 - 5	
Policies: Developed and/or implemented national or state-wide policies to improve and strengthen workforce systems to benefit personnel, without unnecessary negative impact.	0 - 5	
Workforce Development Promotion Played 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.	0 - 5	
Leadership Demonstrated outstanding leadership in support of existing programs; or initializing new workforce development programs, etc.	0 - 5	
IAWP Support Encouraged participation and promoted IAWP activities by partners in the workforce development system.	0 - 5	
TOTAL	25	

COMMENTS:

Meets Qualifications: YES NO Judge:

THE IAWP AWARDS: LIFE TIME ACHIEVEMENT SCORING SHEET

SCORING SHEET

Life Time Achievement

Nominee Name: _____

Criteria	Point Range	Score
Advancing IAWP's Objectives: Contributions have advanced one or more IAWP objective.	0 - 10	
Leadership Commitment: The nominee should have served in a leadership capacity at the local, chapter, district and/or international level.	0 - 10	
Years of Service: The nominee should have 10 or more years of continuous membership.	0 - 10	
TOTAL	30	

COMMENTS:

Meets Qualifications: YES NO Judge: