



Dear Chapter and Club Presidents:

It is time again to share with others the pioneering stories of the past year. We hope that each of you are busy collecting data on your community service projects and plan to submit at least one entry for our 2012 awards program. Chapters and Clubs who have paid their dues and have submitted their 2011 Annual Report Forms are eligible for the Awards Program.

Please be sure to read this packet completely and use forms from this packet only, as items and requirements have changed.

Chapters and Clubs may again elect to receive a certificate and check for the charity of their choice in lieu of a plaque for a winning first, second or third place entry. Checks and certificates along with awards will be presented at the Annual Assembly in May.

Enclosed you will find the description of the award categories, general information, entry procedures and forms. They should be shared with your members and project chair to stimulate interest and enthusiasm.

Be sure to read the entry procedures carefully. Follow the instructions and submit your application(s) on the forms provided or your project may be disqualified. If additional copies of the forms are required, you may copy them locally. In addition, all forms are on the ITPA web page at www.nationalitpa.com.

If your project is selected, you may be required to provide additional photographs for our awards display and the presentation ceremonies.

Please be aware of the following deadlines:

February 10, 2012 Chapter/Club Presidents must submit all entries to their respective Region Vice President. If you are close to meeting the dead line for submissions, then overnight the submission via Fed Ex, UPS, or US Postal Mail. **Entries postmarked after February 10, 2012 will have points deducted from their entries.**

February 20, 2012 Region Vice Presidents must submit all eligible entries to the National Office.

Awards will be presented during ITPA's 22nd Annual Spring Assembly in Charleston, SC

If you need more information or clarification, contact the National Office at 1-877-320-4872 or e-mail at itpa@telecom-pioneers.net.

On behalf of ITPA and the Awards Committee, I wish you great success with your award entries.

Sincerely,
Ann Beck
Chair, National Awards Committee



***The 2012
Independent
Telecommunications
Pioneer Association***

**National
Awards
Program**



independent
telecommunications
pioneer
association



2012 ITPA National Awards

“When recognized, the accomplishments of the past serve as the building blocks and incentives for the future.”

General Information

Association awards are presented each year to officially recognize Chapters, Clubs and individuals who have exemplified the principles of Pioneering.

A National Awards Committee whose chairperson is appointed by the National President each year administers the program. The committee chairperson picks a diversified group of active Pioneers to be on this committee.

Detailed procedures, judging criteria and nomination forms are mailed to Chapter and Club presidents. The winning submissions are selected by the awards committee.

Competition in National Award categories is broken down into Chapter and Club size classifications (with the exception of Pioneering Excellence, New/Renewal, and Founder’s Awards):

- Class A 1-30 members
- Class B 31-100 members
- Class C over 100 members

Class size must reflect a Chapter or Club’s membership as of September 30, 2011. Chapter membership includes all affiliated Clubs. Awards for first, second and third place are given (if appropriate) for each size classification within an award category. **The awards committee is not required to give an award simply because there is a submission. Each submission must meet all the criteria set forth in the awards package.** The awards committee retains the right to give an honorable mention to a club or chapter or to move a submission from one category to another category if needed.

All awards will be presented during the 22nd Annual Assembly in Charleston, SC



ENTRY PROCEDURES

ITPA National Awards

To submit nominations for the Community Service, Spirit of Service, or National ITPA Project, the Chapter or Club must:

1. Complete the three-page entry form. Forms in this packet must be used when submitting a project application.

Page 1 Complete Award Application Routing form. (Must complete one per each entry)

Page 2 Complete Application Form. Fill in specific information about the project. Be careful to read each line and answer the questions for that line. If you have any questions, feel free to call someone on the awards committee or Office Administrator at the national office.

Page 3 Write a double spaced narrative. The narrative must clearly define the need for and objectives of the project, explain the steps taken to find a need, identify a solution, spell out the action taken (including fund raising efforts) and finally, describe the immediate and future impact on the membership and the community. **REMEMBER the narrative is the most important element of your entry. We know nothing what so ever about your project.**

2. If available, attach newspaper articles, pictures, booklets, flyers, etc., which support the submission. (Please attach them to a page and then place them in your notebook---that way the additional articles etc will not be lost.) Highlight information pertaining to your project. **ATTACHMENTS SHOULD NOT EXCEED 15 PAGES, FRONT AND BACK OR A TOTAL OF 30 SIDES. This does not include your write up or application.**

3. Submit your entry in a standard 10 x 11 1/2" soft cover 3-ring binder. The presentation should be neat, complete, organized and include good photography. Elaborate presentations and special effects are not necessary.

4. Note if there are any additional materials such as slides or videocassettes, but do not submit them.

5. All entries and supporting materials become the property of the Association for one year. At the end of that time, they will be returned to the Chapter or Club.

6. If you are submitting more than one nomination, submit them in separate binders.

7. **Mixing of projects in the submission will cause your project to be rejected.**
8. Review the judging criteria at the end of this packet to make sure your submission meets all requirements for a standout submission!!
9. When filling in and printing the forms, you may remove the notations in parenthesis.

An entry will be disqualified and returned if it does not follow the established procedures outlined above.

Deadlines

February 10, 2012

All entries must be postmarked and mailed to Region Vice President.

February 20, 2012

All entries must be mailed to national office.

Eligibility

Any activity that benefits the community, Pioneer members, telephone employees and their families or the industry will be eligible. Projects may be one-time or continuing, but must have been performed at some point in the current awards period, January 1, 2011–December 31, 2011.

Award winning activities, which have not been significantly changed during the current year, will not be eligible for further recognition for a period of three years unless the program is substantially enhanced and/or modified.

The Awards Committee reserves the right to re-categorize applications if deemed necessary.

Contact your Region Vice President for clarification.



ITPA National Awards

Community Service Awards Categories

Purpose

Community Service Awards are the highest form of recognition that a Chapter or Club can receive for its local service activities. This award is designed to identify and applaud excellence. Successful Pioneer projects recognize a need. Pioneers must find a solution, create a plan of action, recruit volunteers, and resolve the problem.

Entries may be submitted in any or all of the three categories. Chapters or Clubs may have undertaken several outstanding projects, but may enter **ONLY ONE PROJECT** in each category. Additional activities which support a specific category should be noted in the accompanying materials. Each submission must be limited to projects that relate to the main event. **Mixing of projects in submission will cause your project to be rejected.**

Community Enhancement

These are projects which will help the entire community, not just one group or individual. Public education and community awareness fall into this category. Health fairs, health screenings, and public information programs are all examples of community enhancement projects. Walks to raise money for community awareness also fall into this category. Relay for Life, March of Dimes, Alzheimer's Walk, and Health Fairs are all examples of activities that come within this category.

Human Services

These are projects that provide a tangible service in the form of products or devices. It could also include building or work performed on an existing structure or device. This could include the provision of clothing or food, building reconstruction, or any project where a physical product exists. Financial support is also appropriate, as long as the fund raising efforts are documented. The donation of items such as food, clothing, vehicles, or toys would come under this category.

Life Enrichment

These are projects that entertain or provide a "human touch" element. Parties for blind children; bingo at nursing homes; "huggers" at the Special Olympics and other programs which involve one-on-one interface are examples of projects to include in this category.

Spirit of Service

The Spirit of Service Award recognizes Chapter and Club activities, which publicly promote the value of telecommunications. Historical endeavors, written histories, museum projects and community events promoting your club/chapter or sponsor company are examples of a submission appropriate in this category.

ITPA National Project

The National ITPA Project Award is designed to foster a sense of unity throughout the organization. While participation is not mandated, the National ITPA Project campaign provides an opportunity for all Chapters and Clubs to work toward common charitable goals. This award recognizes innovative and special efforts to support national projects. While monetary contributions are important, greater emphasis is placed on ingenuity and participation.

National ITPA Projects include:

- Alzheimer's disease
- Blood drives
- Disaster relief efforts
- Education
- Troop Support

Founder's Award

The Founder's Award is presented to the Chapter or Club achieving the best overall performance during the Pioneer year. The Chapter or Club must have an entry in each of the five categories: Community Enhancement, Human Services, Life Enrichment, Spirit of Service, and National ITPA Project. In addition to the Chapter or Club must have conducted a membership campaign and sponsored a fellowship event or social activity during the year. A letter of recognition from the region vice-president must accompany this application.

Pioneering Excellence

The Pioneering Excellence Award is the highest honor the Independent Telecommunications Pioneer Association can bestow to one individual annually. The recipient must be or have been a Pioneer member who consistently, over a period of years, made significant contributions to his or her community through Pioneer activities and its goals. Preferred candidates will be individuals who have received the John Knox Johnston Regional Pioneer Award. (See online forms for submitting a nominee for the John Know Johnston Award). Nominees not selected to receive Pioneering Excellence honors can be re-submitted the following year.



Pioneering Excellence - Application Form -

The Pioneering Excellence Award is the highest individual honor ITPA can bestow. The one recipient must be a Pioneer member who consistently, over a period of years, has contributed to his or her community through Pioneer activities, and has enhanced the Association and its goals. Preferred candidates will be individuals who have been awarded a John Knox Johnston Regional Pioneer Award.

Submission must be typed and double spaced.

Supporting documents must be attached.

Name of Pioneer Candidate _____

Submitted by _____

Year candidate received John Knox Johnston Regional Award (if applicable): _____

Local/State Accomplishments:

Regional Accomplishments;

National Accomplishments:

Narrative

Judging

Judging will be based on the following criteria. The weighted maximum score given to each criterion is indicated in parentheses:

1. Participation (10)

Number of Pioneers and volunteers involved? Were other organizations or groups enlisted to help during any stage of the project? Did you solicit company support?

2. Impact (8)

Future impact, and outreach potential. Geographical area or community served.

3. Innovation (10)

The degree of originality and creativity offered by Pioneers. Unique solutions devised to solve problems and to meet needs. Any unusual obstacles that was overcome.

4. Effectiveness (10)

Were your project goals achieved?

5. Internal Recognition (8)

How well did you promote your project to your company executives and/or employees? Examples: Email, flyers, posters, etc.

6. External Recognition (8)

Did your Chapter, Club or company receive recognition as a result of the project? Examples: Thank you notes, newspaper art, TV, radio, facebook, etc.

7. Presentation (8)

Physical presentation of submission. Make sure the judges, who are total strangers to you and your project, fully understand your accomplishments.

8. Outstanding Submission (3)

Judges will be able to give from one to three extra points for an outstanding submission at the individual judge's discretion.



Award Application Routing Form

(A separate routing form must accompany each award nomination.)

To: (Region Vice President)
From: (Chapter or Club President)
Date:

The attached national award application has been reviewed as required and should be forwarded to the National Awards Committee by February 20, 2012.

To: **NATIONAL AWARDS COMMITTEE**
From: (Region Vice President)
Date Postmarked:
Date:

The attached national award application has been reviewed as required and meets the eligibility requirements outlined in the 2012 booklet.

Region Vice President

Application Form

(A separate application must be completed for each submission)

Chapter or Club Name: _____ Number: _____ Region _____
Sponsoring Company(s): _____
Chapter or Club President: _____
President's Mailing Address: _____

Application form prepared by: _____
Email address: _____
Daytime phone: _____

Number of Members (as of **September 30, 2011**): _____

Name of Project: _____

Award Category – Check appropriate category

- Spirit of Service
- National Project
- Community Enhancement
- Human Services
- Life Enrichment

Please list the visuals attached: _____

Please list any additional materials that are available: _____

1. Number of Pioneers and volunteers involved in carrying out the event/project. _____
2. Number of Pioneer and volunteer hours devoted to the project (Include time spent planning, fund raising and finalizing the activity, as well as the activity itself.) _____
3. Were any other groups or organizations involved in planning or executing the project?
 Yes No
If "yes" please list the groups or organizations involved: _____
4. How much money did you required for this project? _____
5. Did you secure any donated goods (i.e., printing, food, auction items)? _____
If yes, please describe and give their estimated value: _____
6. This project:
 Is new this year Is an ongoing project
7. Has this project ever received an ITPA National Award?
 No Yes, Year 19__ or 20__

If Yes: How has the project been significantly changed?

Project Description

(Please use this page or a separate title page to provide an informative description of the project. The submission must be typed; double-spaced and should not exceed 500 words. Attach additional sheets of paper if necessary.)

Project Name: _____

Chapter or Club Name: _____ Number: _____ Region _____

