



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 awards program. Chapters and Clubs who have submitted their 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 ITPA Annual Spring Assembly.

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 will be disqualified. If additional copies of the forms are required, you may copy them.

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 8th Chapter/Club Presidents **must** submit all entries to their respective Region Vice President. **Entries postmarked after February 8th will have points deducted from their entries.**

February 22nd Region Vice Presidents **must** submit all eligible entries to the National Office.

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,

Janet Goss

Janet Goss, Chair, National Awards Committee

The Independent Telecommunications Pioneer Association



National Awards Program



ITPA National & Regional Awards



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

General Information

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 secretaries and emailed to club presidents. The winning submissions are selected by the awards committee.

Competition in Award categories is broken down into Chapter and Club size classifications (with the exception of Pioneering Excellence, John Knox Johnston 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 30th. 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.

ENTRY PROCEDURES

To submit nominations for the Community Service, Spirit of Service, or National ITPA Project, Pioneering Excellence, John Knox Johnston or Founders Award, the Chapter or Club must:

1. Complete the two page entry form. **Use forms only in this packet 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, social media, 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" 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, **do not** submit them.

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

6. One project per category will be accepted.

7. Review the judging criteria at the end of this packet to make sure your submission meets all requirements for a standout submission!!

8. 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 8th-All entries must be postmarked and mailed to the Region Vice President

February 22nd- All entries must be mailed to the ITPA National Office by the Region Vice President.

Eligibility

Any activity that benefits the community. Projects may be one-time or continuing, but must have been performed at some point in the current awards period, January 1st–December 31st

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?

2. Impact (10)

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. Recognition (10)

How well did you promote your project? Examples: Email, flyers, posters, etc. Did your Chapter, Club or company receive recognition as a result of the project? Examples: Thank you notes, newspaper, TV, radio, social media, etc.

6. Presentation (10)

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

7. Outstanding Submission (5) Judges will be able to give from one to five extra points for an outstanding submission at the individual judge's discretion.



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 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 may 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 and Troop Support.

Pioneer Choice

The Pioneer Choice award may be used at the discretion of the Chapter or Club for projects that are unique and do not fit into either of the above five categories or for a project that the Chapter or Club feels is worthy of submission even though it can be placed into one of the other categories. This category gives Chapter and Clubs the ability to submit projects that fit in the same category without being penalized.

Regional and National Awards Categories

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 National Award

The Pioneering Excellence Award is the highest honor the Independent Telecommunications Pioneer Association can bestow to an individual. 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.

John Knox Johnston Regional Award

The John Knox Johnston Award is the highest honor the Independent Telecommunications Pioneer Association can bestow to one person in a region. 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.



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 22nd.

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 awards booklet.

Region Vice President

Application Form

(A separate application must be completed for each submission)

Chapter or Club Name: _____ Number _____ Region _____

Chapter or Club President: _____

Application form prepared by: _____

Email address: _____ Daytime phone: _____

Number of Members (as of **September 30th**): _____ Class: _____

Name of Project: _____

Award Category – Check appropriate category

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

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, if any money did you require for this project? _____

5. Did you secure any donated goods (i.e., printing, food, auction items)? _____

6. This project:

Is new this year Is an ongoing project

7. What is the project goal?

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: _____



Founder's Award

Description

The Founder's Award is presented in recognition of the Chapter or Club which achieves the best overall performance during the Pioneer year. The Chapter or Club must have had at least one entry in the Community Service Award category and an entry for Spirit of Service. Additionally, the group must have participated in a national project, held an active membership campaign and sponsored at least one fellowship/social activity designed for a majority of the membership. Award submissions should be made by the club or chapter with a letter of recommendation from the region vice-president.

Entry Procedures

To submit a nomination for the Founder's Award:

1. Identify the Chapter or Club, the current president, and the awards entries. Give a brief description of fellowship activities and confirm that the Chapter or Club conducted an aggressive membership campaign. Additionally, if an entry has not been submitted in the National Project Award category, confirmation of support of a national project must be indicated.
2. Write a narrative and be sure to double space the narrative. The description should briefly support the eligibility criteria and clearly indicate the reasons that this group should be considered as the Chapter or Club with the best overall performance for the year.

Judging

The Founder's Award recipient will be the Chapter or Club which has achieved the best overall performance during the year. Group size will not be considered. Submissions in each category of Community Service as well as Spirit of Service and National Project are key to being considered for the Founder's Award as the total number of points accumulated from those submissions are totaled for a grand total. Applicants must have also conducted a Membership Campaign and a Fellowship/Social Activity.

Performance in the following areas will be considered in the judging process:

- Percent of Participation
- Ability to Recruit Non-Pioneer Volunteers
- Scope of Community Service Activities
- The Chapter's/Club's Innovativeness
- National Project Support
- Fellowship/Social Activities
- Membership Campaign

Founder's Award Application Form

Chapter or Club Name /Number _____ Region ____

Sponsoring Company(s) _____

Chapter/Club President _____

President's mailing address _____

President's daytime phone _____

Person preparing application form _____

Mailing address _____

Daytime phone _____

Awards Submitted (Include Project Name)

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

Fellowship/Social Activities: (please describe)

Membership Campaign: (please describe)

Reviewed by Region Vice President

Print Name: _____ Signature: _____ Date: _____

Founder's Award Narrative

Chapter or Club Name/Number: _____

Region: _____

Narrative:



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:

Pioneering Excellence Narrative

Chapter or Club Name/Number: _____

Region: _____

Narrative:



Regional John Knox Johnston -Application Form-

This is the highest award that a region can bestow on an individual who consistently has contributed to his or her community through Pioneer activities, and has enhanced the Association and its goals.

Submission must be typed and limited to 500 words or less. Supporting documents may be attached.

Name of Pioneer Candidate: _____

Submitted by: _____

Local Accomplishments:

Regional Accomplishments:

National Accomplishments:

John Knox Johnston Narrative

Chapter or Club Name/Number: _____

Region: _____

Narrative:

