



Awards Committee

Committee Goals:

1. Making the award and scholarship process more streamlined and efficient.

Action Plan:

A. Moving the awards nominations from fall to spring.

a. We plan to make the call for Nominations in February

b. Deadline for awards nominations June 1.

c. Determine award winners by August 1.

d. Contact David Webb award winners by August 15.

e. Get list of outgoing BOD and terms of service by August 15.

f. Place order for all award Ceremony plaques by September 1.

f. Ship plaques to conference site - 1 week before conference (for 2010 by Nov 7).

B. Move Scholarship process earlier in the fall.

a. August 15 - after the OR, check with NO to see who will be offering scholarships.

b. August 15 - check in with last year's scholarship donors to see if they are willing to donate again this year.

c. September 1 - check in with conference host committee to see if any additional vendors signed up to donate scholarships.

d. September 15 - Send out Scholarship applications.

e. October 1 - Deadline for Scholarship applications.

f. October 15 - Committee make final decisions

g. 1 week before conference (Nov 7, 2010) - Print award certificates and congratulations letters

C. Post conference thank you and PR

a. Send email to listserv congratulating all winners within 1 week of the conference

b. Send thank you notes to all sponsors and donors within 1 week of the conference

c. Write an article about the winners for the newsletter within 2 weeks of the conference

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