

AHF Awards Program Guidelines

Updated January 1, 2017

1. Eligibility

- 1.1. Only active AHF members in good standing qualify for awards. AHF Headquarters staff will verify membership status.
- 1.2. Members of the Awards Committee are not eligible to receive the awards approved by the committee including Future Horizons, Spotlight, Exemplary Leadership and Partnership in Leadership.
- 1.3. Team members from the Benchmarking Committee are not eligible to receive the Benchmarking Award of Excellence.

2. Nominations

- 2.1. AHF operator members may nominate themselves or with their knowledge, be nominated by another AHF member in good standing. If a member is nominated by another member, it is the responsibility of the nominator to notify the nominee and verify they submit all of the necessary information.
- 2.2. Multiple nominations for the same candidate will be accepted and considered, but no consideration will be given to the number of applications received.
- 2.3. Each award will have an individual application. This application must be received by the stated deadline and should be accompanied by a one-page synopsis and no more than 10 PowerPoint slides. Any copy included in the notes section will not be judged.
- 2.4. All nominations to be considered must be received by AHF in accordance with the published deadlines and be completed accurately. If an application is received before the deadline but is not complete, the applicant will be contacted and allowed to complete the application. The completed application must be received before the deadline.
- 2.5. Each project is only eligible for one award and only one award will be presented to a person each year.
- 2.6. A recipient will not be eligible for the same award for two years after receiving the award.
- 2.7. For the Partnership in Leadership award, the relationship should be current and the award will be judged on a project and not only the relationship.

3. The Selection Process

- 3.1. The Awards Committee will review all applications and decide on a group of finalists to be interviewed via phone by a member of the committee. The committee members will complete a confidential scoring grid after these interviews are completed. Scores are tabulated by staff at AHF Headquarters and remain confidential.
- 3.2. The selection process conducted by the Awards Committee is confidential with all materials related to the selection process destroyed once a candidate's selection is official. The decision is considered final and not subject to appeal.
- 3.3. The selection of an award recipient is not considered official until the winner is notified in writing by AHF, or in the event of surprise awards is approved by the President. The recipient must agree to the terms under which the award is given.
- 3.4. Non-selected candidates for all awards will be notified by AHF Headquarters staff in writing after the winner's status is official and thanked for their participation as well as attaining a level of excellence in their performance to warrant consideration for the award. No additional feedback will be provided by any individual associated to the awards selection process other than encouragement to reapply next year.
- 3.5. In practice, one award will be given in each category. The Awards Committee may recommend not presenting an award in a category where insufficient or inadequate nominations are received.

- 3.6. The Benchmarking Award of Excellence will be determined by a team from the Benchmarking Committee.

4. Award Recipients

- 4.1. Award recipients are required to attend the annual conference and the banquet or awards breakfast in order to receive the award and the scholarship.
- 4.2. Awards may be presented at any time during the conference as recommended by the Awards Committee, approved by the Conference Planning Committee and President.
- 4.3. Award recipients will be asked to be available during the conference to answer any questions and speak about their award. That time will be determined by the Conference Planning Committee.
- 4.4. Award recipients may order, at their own cost, a multiple of their trophy from AHF after the conference.
- 4.5. All recipients, except the Presidential Special Service and Chapter of the Year recipients, will be featured in a multi-media presentation during the annual conference.
- 4.6. All materials submitted with an application will become the property of AHF and not returned to the nominee. Information sent in support of a nominee will become the property of AHF.
- 4.7. Pictures or multi-media presentations, either submitted by the nominee or taken upon presentation will be the property of AHF and may be used in future informational and marketing pieces.
- 4.8. For the Benchmarking Award of Excellence, the recipient may be asked to help present as part of the conference and/or work with staff from Corporate Dining to assist at the Help Desk.
- 4.9. Award winners will be photographed before or after the presentation. Electronic transmission of the photos from AHF to the winner will occur after the conference.
- 4.10. AHF will notify the recipient's administrator and public relations department of the award. A general press release will be crafted, as well as individual releases for the facility to distribute.
- 4.11. The inclusion of any other gift or scholarship given to an award recipient other than the designated trophy is determined by the AHF Board of Directors.
- 4.12. All of the award recipients will be highlighted on the AHF website and in *S.O. Connected*.
- 4.13. Awards given in honor or memory of someone will always have the name of the honoree mentioned during presentation or print.