



## **Leader Award Guidelines**

### **Deadline Posted on AAFCS Website**

The Leader Award was introduced as a part of the Association's 75<sup>th</sup> Anniversary observance in 1984 when it was established to identify and honor family and consumer sciences professionals who have made significant contributions to the field through their involvement with AAFCS. An AAFCS member can only receive the Leader Award one time.

### **Applying for the Leader Award**

- The Applicant must be a professional member of AAFCS (a) at the time of application and (b) two (2) consecutive years immediately prior to this application.
- The applicant has earned a degree in family and consumer sciences.
- The applicant has completed ten (10) or more years of service to the field.
- The applicant is nominated by a sanctioned entity of the Association (such as an affiliate, community, committee, or unit, etc.). One nomination will be accepted from each nominating group. If the national award is not received, applicants may be nominated again by their affiliate and submit the application materials.
- Application materials are prepared by the applicant and must be submitted in English.
- Applicants can submit to only one AAFCS award, grant, fellowship, or scholarship per annual review cycle.
- Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All policies, procedures, and guidelines must be followed for the award nomination to be considered for juried review.

### **Submitting the Application**

The application must be submitted using the official application form as one PDF document. Please be aware of the page requirements for each section. Please include page numbers and headings. The online application will require submission of a color headshot photo of applicant that will be used in marketing and promotional materials. Please keep a copy of all materials submitted to AAFCS. Questions should be forwarded to [awards@aafcs.org](mailto:awards@aafcs.org).

### **Section 1: General Information**

#### **Applicant Information**

- ☐ First and Last Name (include AAFCS Credentials, if applicable)
- ☐ Phonetic Pronunciation of Name
- ☐ Current Title/Position
- ☐ AAFCS Member Number and Number of Years of AAFCS Membership
- ☐ Contact Information (Email, Phone Number, Mailing Address)
- ☐ 150 Word Biography in 3rd Person

#### **Nominator Information**

- ☐ Name(s), Sanctioned Entity of the Association (role)
- ☐ State Affiliate
- ☐ Contact Information (Email, Phone Number)

## **Section 2: Applicant's Curriculum Vita or Resumé** (Maximum of five pages)

## **Section 3: Statement of Professional Involvement and Leadership** (Maximum of 4 pages in 12-point font)

- ☐ **Advocacy:** Been an advocate who influenced the direction of some aspect of the Association or the profession.
- ☐ **Contributions:** Developed a professional reputation regionally, nationally, and/or internationally.
- ☐ **Research:** Conducted, participated in, or applied research that has contributed to the (a) family and consumer sciences knowledge base, (b) development of new products, equipment, techniques, skills, online media/resources; or (c) advancement or enhancement of existing programs.
- ☐ **Professionalism:** Comprehensive record that reflects a significant level of professional responsibility (such as having written books, curriculum modules, online media, or articles that have appeared in major magazines, professional journals, or other publications in print or online).
- ☐ **Collaborative Work:** Worked with agencies and groups outside that family and consumer sciences community.
- ☐ **Supporting Documents:** Incorporate supporting items in readable scale such as photographs/drawings, figures/tables, and media et al., which illustrate and further explain the applicant's involvement and leadership

## **Section 4: Letters of Support** (Each letter limited to one page)

- ☐ Two Letters of Support from individuals who can give evidence of the impact and importance of the applicant's contributions to individuals, families, the community, and/or profession

### **Evaluating the Leader Award Application**

- Individuals who are nominated for an award and those who nominate or write a letter of support for a current applicant cannot serve as jurors for this award.
- Jurors cannot review applications from family members, their current students, students at their own institution, or applicants who share the same employer. Jurors are responsible for identifying any applicants that include a potential conflict of interest and recusing themselves from the review process.
- An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period in which his or her own application is being reviewed.
- Jurors selected by the AAFCS Awards and Recognition Committee review and score the application using the Evaluation Criteria.

### **Awarding the Leader Award**

- The recipient(s) will be notified in the spring and will be honored during the AAFCS Annual Conference.
- The Awards and Recognition Committee reserves the right not to award if jurors do not find a worthy applicant.

### **Recognizing the Leader Award Recipient(s)**

- Award recipients will be recognized at the AAFCS Annual Conference. Attendance is encouraged, but not mandatory.
- Award recipients will receive a commemorative token and their name and photo will be shared in AAFCS communications and materials.

*Failure to follow the guidelines will result in ineligibility of the applicant for the award.*

## Evaluation Criteria

The following criteria correspond with the Leader Award guidelines. They provide clarification, ease in preparing the application materials, and consistency in evaluation.

<b>Evaluation Criteria</b>	<b>Points Possible</b>
Applicant has been an advocate who influenced the direction of some aspect of the Association or the profession.	/ 15
Applicant has developed a professional reputation regionally, nationally, and/or internationally.	/ 15
Applicant has conducted, participated in, or applied research that has contributed to the family and consumer sciences knowledge base; to the development of new products, equipment, techniques, skills, online media/resources; or to the advancement or enhancement of existing programs.	/ 10
Applicant has a comprehensive record that reflects a significant level of professional responsibility (such as having written books, curriculum modules, online media, or articles that have appeared in major magazines, professional journals, or other publications in print or online).	/ 10
Applicant has worked with agencies and groups outside of the family and consumer sciences community.	/ 10
Applicant has served the Association and the profession through participation in local, community, district, affiliate, national and/or international programs of AAFCS and/or other family and consumer sciences groups or agencies.  Service is demonstrated by holding office, serving on committees, participating in affiliate annual conferences, or being involved in AAFCS Leadership Council, Professional Communities, or Committees within the past ten years.	/ 15
Applicant is currently an outstanding professional in a traditional or non-traditional family and consumer sciences career.	/ 15
<b>Certification:</b> As of the due date of the application, the applicant holds <u>one or more</u> AAFCS credential(s): CFCS, CFCS-HDFS, CFCS-HNFS, CFCS-Retired, CPFFE, CNWE	/ 5
<b>Presentation of all Application Materials:</b> Materials are clearly stated, complete, organized, and concise with correct spelling, grammar, etc.	/ 5
<b>Total</b>	<b>/ 100</b>