

# American Association of Family & Consumer Sciences

## Leader Award Guidelines

### Governing Statements for All Categories of Awards

- *All policies, procedures, and guidelines must be followed for the nomination to be considered for juried review for the award.*
- *Applicants can submit to only one award, grant, fellowship, or scholarship per annual review cycle.*
- *The Awards and Recognition Committee reserves the right not to choose a recipient for an award, grant, fellowship, or scholarship if jurors do not find a worthy applicant.*
- *Recipients of the Leader Award are not eligible for repeated recognition.*
- *Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office; AAFCS staff members are not eligible to apply during their periods of employment with the Association.*
- *Failure to follow the guidelines will result in ineligibility of the candidate/nominee for the award.*

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.

Anyone chosen to receive the Leader Award will receive a commemorative token which will be presented at the AAFCS Annual Conference & Expo. The recipient's name and photo will be reported in AAFCS print and online communications.

### **Eligibility**

Any AAFCS professional member who has earned a family and consumer sciences degree, who has been a member of AAFCS for at least two consecutive years prior to the nomination and has completed more than eight (8) years of service to the field is eligible to receive this award. Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible for nomination during their terms of office. AAFCS staff members are not eligible for nomination during their periods of employment with the Association. AAFCS members can only receive the Leader Award once.

The award will be presented when qualified nominees are identified but to no more than ten (10) recipients per year. The recipient must receive an average score of eighty points or more of the 100 points allowed.

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

### **Nomination Process**

Nominations must be made 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. **The nominee is encouraged to participate in preparation of the nomination materials.**

To nominate an AAFCS member for the Leader Award, complete two steps by **the second Monday in January**.

Step 1 – Read the AAFCS Leader Award Guidelines in their entirety.

Step 2 – Complete the Leader Award nomination form online. This form includes uploading a PDF file containing the following information in A-C:

- A.** A letter of nomination from the affiliate president or national chair/leader of the nominating group that describes what makes the nominee outstanding.
- B.** Curriculum vitae/resume that has been updated within the past year and follows these formatting guidelines (bullet format may be used):
  - Three-page maximum
  - Single-spaced
  - One-inch margins
  - 12-point font

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C. Maximum of six (6) pages of supporting materials (may include brochures; programs; photographs; newsletters; newspaper, magazine, and journal articles; complete bibliographical citations; and other relevant supporting material) that address each of the evaluation criteria listed in the guidelines.

**Additional Notes:**

- Submit A-C in the order that it is requested.
- Include page numbers.
- Put headings on the submitted information.
- Include captions on any photos that are included.
- All materials submitted must be in English.
- Keep a copy of all materials submitted to AAFCS; materials will not be returned to the nominee.

**Review Process**

Jurors selected by the AAFCS Awards and Recognition Committee review the nominations and assign points using the Evaluation Criteria (see section titled *Evaluation Criteria*). Individuals who are nominated for the AAFCS Leader Award and those who nominate or write a letter of recommendation for a current nominee cannot serve as jurors for this award. Additionally, jurors cannot judge nominations from family members, their current students, students at their own institution, nominees who have the same employer, or any nominee for whom there may be a potential conflict of interest. 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 nomination or application is being judged.

Award recipients will be announced in the spring of the year awarded. The Awards and Recognition Committee will do everything in its power to contact all the applicants to notify outcome of submission, however, if you have not been contacted by the end of April, it is safe to assume that you are not one of the awardees.

**LEADER AWARD**

**Evaluation Criteria**

Nominations will be evaluated using the point system outlined below and can be awarded no more than 100 points. Guidelines as to what jurors may consider for each criterion are listed for clarity in preparing the nomination and consistency in judging nominations.

<b>Evaluation Criteria</b>	<b>Points Possible</b>	<b>Points Awarded</b>
Has served the Association and the profession through participation in local, school, community, district, affiliate, national and or international, and affiliate 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 or AAFCS Community, or committee activities within the past ten years.	15	_____
Is currently an outstanding professional in a traditional or non-traditional family and consumer sciences career.	15	_____
Has been an advocate who influenced the direction of some aspect of the Association or the profession.	15	_____
Has developed a professional reputation regionally, nationally, and/or internationally.	15	_____
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	_____
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	_____
Has worked with agencies and groups outside the family and consumer sciences community.	10	_____
Presentation of nomination materials A-C: Clearly stated, complete, organized, and concise with correct spelling, grammar, etc.	5	_____
As of the due date of the nomination form, nominee holds AAFCS credential(s)** in family and consumer sciences:	5	_____
<ul style="list-style-type: none"> <li>• Certified in Family and Consumer Sciences (CFCS)</li> <li>• Certified in Human Development and Family Studies (CFCS-HDFS)</li> <li>• Certified in Hospitality, Nutrition and Food Science (CFCS-HNFS)</li> <li>• Certified in Family and Consumer Sciences, Retired (CFCS, Retired)</li> <li>• Certified Personal and Family Finance Educator (CPFFE)</li> <li>• Certified Consumer Nutrition and Wellness Educator (CNWE)</li> </ul>		
**No extra points are awarded if applicant holds more than one credential.		
<b>TOTAL</b>	<b>100</b>	_____

Recommend for award?       Yes       No

Comments to be shared with other jurors:

Signature of Juror: \_\_\_\_\_

Date: \_\_\_\_\_