



Wiley-Berger Service Award Guidelines

January 12, 2026

The Wiley-Berger Service Award was established in 1989 in memory of Virginians David R. Wiley and David Reid Berger and his wife, Agnes Miller Berger. The Wiley-Berger Award for Volunteer Service recognizes outstanding volunteer efforts to improve the public well-being. The award is co-sponsored by the Wiley-Berger Award for Volunteer Service Fund and the American Association of Family and Consumer Sciences (AAFCS).

Award	Award Amount	Reimbursement for Membership & Travel to Annual Conference
Wiley-Berger Service Award (National)	\$2,500	\$1000

Applying for the Wiley-Berger Service Award

- The applicant is a current member of AAFCS with an outstanding record of volunteer service.
- To qualify for the national award, an applicant must be a citizen or permanent resident of the United States.
- The applicant is nominated by a sanctioned entity of the Association (such as an affiliate, community, committee, or unit, etc.) or self-nominated.
- Application materials may be prepared by the applicant or the nominating individual/group 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 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.
- Former recipients of the AAFCS Wiley-Berger Award for Volunteer Service are also ineligible.
- 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 in PNG or JPEG format 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@aafts.org.

Section 1: General Information

Applicant Information

- ☐ Individual (First and Last Name)
- ☐ Phonetic Pronunciation of Name
- ☐ Current Title/Position
- ☐ AAFCS Member Number
- ☐ Contact Information (Email, Phone Number, Mailing Address)
- ☐ 150 Word Biography

Nominator Information

- ☐ Self, State Affiliate, or AAFCS Community or Committee
- ☐ Contact Information (Name, Email, Phone Number)

Section 2: Narrative Response: Choose to respond to either “Consistent Volunteer Service” or “Special Project” as outlined below. Only one narrative response will be accepted with a maximum of two pages.

Consistent Volunteer Service: Explain how the nominee has contributed to the community through **consistent volunteer service** over the preceding five (5) years. Please address each of the following seven (7) areas:

1. Community demographics.
2. Extent and diversity of volunteer activity.
3. Level of responsibility in volunteer activity.
4. Application of family and consumer sciences knowledge.
5. Number of individuals or groups served.
6. Total number of years of volunteer service.
7. Impact of the nominee’s volunteer service on the community.

OR

Special Project: Describe the situation or problem in a community for which a **special project** was organized. Please address each of the following seven (7) areas:

1. Situation or problem; pertinence and timeliness of program for community served; barriers or program constraints.
2. Community demographics.
3. Organization(s) for which the project was implemented and the total number of hours of involvement.
4. Project funding to include source, amount, origin, and status.
5. Application of family and consumer sciences knowledge.
6. Evidence that the goals and objectives of the program have been met or are being met.
7. Impact of the nominee’s volunteer service on the community or population(s) served.

Section 3: Two (2) letters of support (maximum of two (2) pages per letter). Each letter should give evidence of the impact and importance of the volunteer service of the nominee and come from one of the following sources:

- Community agency representative
- Community representative
- Recipient of the nominee’s volunteer service
- AAFCS affiliate officer

Section 4: A Maximum of three (3) pages of other information may be included (relevant handouts, website URLs, newspaper articles, photographs, and other pertinent materials) that address each of the evaluation criteria listed in the guidelines. Please keep a copy of all materials submitted to AAFCS; materials will not be returned to nominees.

Evaluating the Wiley-Berger 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 Committee review and score the application using the Evaluation Criteria.

Awarding the Wiley-Berger Service Award

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

Recognizing the Wiley-Berger Service Award Recipient(s)

- Award recipient(s) will be recognized at the AAFCS Annual Conference. Attendance is encouraged, but not mandatory.
- Award recipient(s) 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 Wiley-Berger Service Award guidelines. They provide clarification, ease in preparing the application materials, and consistency in evaluation.

Evaluation Criteria	Points Possible
Narrative Response: The nominee will be evaluated either with the criteria listed under Consistent Volunteer Service OR with the criteria listed under Special Project, depending on the information submitted. A. Consistent Volunteer Service • Length of volunteer activity (number of years) • Application of family and consumer sciences knowledge • Number of individuals or groups served • Level of responsibility • Extent and diversity of volunteer experience over the preceding 5-year period B. Special Project • Clear statement of the goals of the program • Application of family and consumer sciences knowledge • Pertinence and timeliness of the program for the community it serves • Evidence that the goals and objectives of the program are being met • Documentation of program creativity/innovation	/ 40
Impact of Work: • Demonstrated impact on situation, problem, or organization • Professional commitment • Role model as a family and consumer sciences professional/volunteer	/ 30
Letters of Recommendation: • Feedback and support from the community • Feedback and support from the target group	/ 20
Certification: 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
Presentation of all Application Materials: Materials are clearly stated, complete, organized, and concise with correct spelling, grammar, etc.	/ 5
Total	/ 100

