



## **Guidelines for Submitting Nominations for AFP National Philanthropy Day**

1. Send in your nominations on time. Entries for all award categories must be received no later than 5:00 PM, Friday, June 21, 2019. Late entries will not be accepted.
2. Enumerate each criteria and address each one separately in narrative form. Entries will be judged on each criteria. Narrative should contain complete, clear, concise answers to criteria. Incomplete applications will not be reviewed.
3. The narrative section should be no more than three (3) pages (12 point font with 1 inch margins).
4. Supporting documents are highly recommended and should enhance narrative and not be used instead of the narrative to answer the criteria. No more than 10 pages of supporting documents are allowed. No videos or electronic attachments will be accepted.
5. Each nomination should include:
  - Nomination form
  - Summary narrative
  - One to two letters of support
6. Applications are the responsibility of the nominating organization. Incomplete applications will not be considered.
7. If you submitted a nomination last year that was not selected for an award (see list of awards at the end of this packet), your nomination will be included for review this year. You may submit added information to supplement your nomination on file. Please submit one copy of the additional information and indicate on a cover page which nomination it supplements and that it is an addition to last year's nomination.
8. Submit one copy of each nomination packet to the following address:

**Mail Hand-deliver or Email to:**

Deborah Finlayson  
American Red Cross  
2201 19th Street, Lubbock, TX 79401  
deborah.finlayson@redcross.org

If you have any questions, please contact AFP NPD Chair: Deborah Finlayson at 806.241.6587

**NOMINATION FORM, SUMMARY, LETTERS OF SUPPORT AND ALL APPENDICES  
MUST BE RECEIVED BY 5:00 PM, Friday, June 21, 2019**



## National Philanthropy Day Awards Policy

### THE NOMINATION PROCESS

#### The NPD Committee will:

- Set a deadline for submitting nominations.
- Determine how nominations will be accepted.
- Specify award criteria, which will be clearly outlined on each nomination form.

All nomination materials submitted shall remain the property of the Lubbock chapter. Before nominating individuals, they must be contacted to make certain they will accept an award if chosen and attend the NPD event. If a last-minute situation occurs that prevents the honoree from appearing, a video could be made of the individual's remarks. This should be a rare occasion and certainly not advertised.

AFP International Headquarters' awards policy does not allow posthumous nominations, but it will continue to consider a nominee if he or she passes away after the nomination has been received. The NPD Committee will determine if the individual should still be named as the awardee if this situation occurs.

The nomination process should be publicized as widely as possible. Nomination forms should be distributed to chapter members in the Spring. Award selections will be made early in the year, in order generate excitement about the event and, as much as possible, should be a crucial element of all marketing and publicity activities leading up to the event.



## National Philanthropy Day Awards Policy

### AWARD SELECTION GUIDELINES

Selection Committee members are chosen by the NPD committee and the immediate Past President of the Lubbock AFP Chapter.

The immediate Past President will serve as the “Selection Committee Liaison”. The liaison is responsible for following up with the potential members of the Selection Committee as well as finalizing this committee. The liaison should clearly explain the duties and responsibilities of the Selection Committee, time commitment involved and the overall selection process. If the immediate Past President cannot serve as the judge liaison, the NPD committee will choose a different Past President to serve in this capacity.

The liaison must go over the criteria for each award and make sure each committee member has a clear understanding of what each nomination should contain as well as an understanding for how the “point system” on the application works.

An **odd** number of committee members will be selected. In the event that a member cannot attend the Selection Committee meeting due to an unexpected emergency, that committee member can submit a written explanation of nominees’ scores and rationale for their scores. This must be submitted prior to the committee meeting so that this information can be considered during the selection process.

The Selection Committee will be formed after nominations have been submitted to avoid members having to recuse themselves due to a conflict of interest or securing a committee member who is also a nominee.

The Selection Committee will be made up of members who know the community and are well known in the community (not necessarily past NPD winners). The NPD Committee and Past President will focus on selecting a cross-section of individuals who represent diversity in culture, geographic location, background, etc.

A date for the Selection Committee meeting will be set once all members are consulted. The committee will then be given a date, time and location to meet. Instructions should be given out to the committee by the liaison (Past President) at least 2 weeks in advance of the meeting and followed up by a phone call, email or text one week prior. The liaison is permitted to sit in on the judges meeting to answer questions and remind judges of the guidelines. The liaison will act as the secretary of the committee and report all awardees to the NPD committee. The liaison will not be a voting committee member.



## **National Philanthropy Day Awards Policy**

### **AWARD SELECTION GUIDELINES**

#### **GUIDELINES (cont.)**

No selection committee member is allowed to send a “proxy” in their place. No Selection Committee members are allowed to submit or be any party to a current NPD nomination/application.

AFP members are not allowed to “lobby” the Selection Committee in order to benefit their application/nomination or someone else’s. If the committee members have a question about information contained in a nomination, they are to call the nominator directly.

#### **PREPARING THE JUDGES**

All nomination forms will be given to the Selection Committee via a complete packet at least 2 weeks before they meet. This allows them ample time to read through the nomination materials and draft a list of questions (if any) as well as come to the meeting prepared with who they feel their top choices are before the group discussion takes place. Selection Committee members should use the point system and be prepared to present the totals at the meeting. If the content of a nomination is called into question by a committee member, it is suggested that the nominator be called and asked to clarify any questions.

The Selection Committee may only select only one awardee per category. No ties are allowed in a category. A decision must be made, even it is the decision not to give an award in a particular category due to lack of nominations not meeting the correct criteria. In the event that the Selection Committee (as a group) feel a nomination should have been submitted under another category (for a different award), the committee has the authority to consider the nomination for the category that they feel best fits that nomination.

#### **RECOGNITION**

The NPD Committee will keep the list of Selection Committee members confidential. This should be communicated to the Selection Committee prior to asking them agree to serve.

Adopted by the Lubbock Area Chapter of AFP Board of Directors on April 13, 2017.