



AWARDS OF EXCELLENCE ENTRY INFORMATION

Recognizing Initiatives of 2018

Luncheon Celebration Date: Wednesday, July 31, 2019

Location: Kings Dining & Entertainment, Franklin

CATEGORIES

Association Program Excellence Awards (see Part A for ideas, examples & more information)

- Publications
- Continuing Education Programs
- Marketing
- Membership
- Special Events
- Associations Impact Tennessee

Individual Awards (see Part B for more information)

- Associate Member of the Year
- Association Executive of the Year
- **Rising Star (NEW AWARD)**

ASSOCIATION/COMPANY NAME: _____

NAME OF SUBMITTER: _____

TITLE: _____

ADDRESS: _____

PHONE NUMBER & EMAIL: _____

STAFF SIZE: _____ 1-5 staff _____ 6-20 staff _____ 21+ staff

ASSOCIATION MEMBERSHIP SIZE: _____

Signature (must be signed by TNSAE member)

Date

DEADLINE & SUBMITTAL INFORMATION: This entry form must accompany each submission. All entries must be received by Friday, June 14, 2019. Questions? Contact TNSAE Executive Director, Jamie Flynn at 615-298-5944 or jamie@tnsae.org. *Nominees are required to register for the Luncheon.

Mail entry to: TNSAE, Awards of Excellence, PO Box 150344, Nashville, TN 37215 or submit online.

Link to forms and registration details is on the TNSAE homepage, www.tnsae.org.

PART A – ASSOCIATION PROGRAM EXCELLENCE AWARDS

Below are examples of submission ideas for each category to get you thinking about your association successes:

- **Publications** (Newsletter, Magazine, Annual Report)
- **Continuing Education Programming** (In-person Seminars, Online Seminars)
- **Marketing** (Website, Social Media Campaign, Association Collateral Material, Marketing Campaign)
- **Membership** (Recruitment Campaign, Retention Campaign, Membership Directory, Volunteer Recruitment Program)
- **Special Events** (Annual Meeting, Conference, Tradeshow, Awards Program, Tournament)
- **Associations Impact Tennessee** (Project or program designed and developed to provide community assistance or to respond to community need. The project or program must also align with the association mission.)

As you consider your 2018 successes, below are a few questions to think about:

- What problem did you solve or need did you address for your association in 2018?
- What impact did your program/initiative have on your association?
- Did your program come from a need staff identified, your board identified or was in response to members changing needs?
- How did you turn the need around and what results have you seen?

Rules and Entry Preparation

1. Front Page Entry Form must accompany each submission. All entries must be received to TNSAE by Friday, June 14, 2019.
2. All questions listed below must be answered to be considered. Nominee Entry Form Part A responses must be typed in the same order as the questions.
 - a. Official title of entry (include website and page links, if applicable).
 - b. When was this project/service implemented? Beginning date(s)? Ending date(s)?
 - c. What is your association's overall annual budget? (Under \$200,000 or over \$200,000)
 - d. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
 - e. Needs Assessment
 - i. How was the need for this program/service identified?
 - ii. How does this program/service address this need?
 - f. Logistics and Production
 - i. How was the program delivered to the target audience?
 - ii. Provide details describing promotional materials and methods.
 - g. Budgeting and Finance
 - i. What were the financial goals?
 - ii. Were the financial goals met?
 - h. Evaluation
 - i. What method(s) were used to evaluate the success of this program/service?
 - ii. Provide evaluation summaries.

3. Your entry should not exceed **five (5)** 8 1/2" x 11" pages.
4. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and one (1) copy of the data form responses. Submit only one copy of any supporting materials, samples, brochures, evaluation instruments or supplemental information.
 - b. If submitting via email, email all documents as PDF attachments to info@tnsae.org.
5. All entries become the property of TNSAE and will not be returned.
6. Previous nominees that have not won an award in a category may re-nominate themselves for that same category. A new form must be submitted.
7. Entries must have been implemented—or the majority of the planning and preparation occurred—during 2018.
8. Entry forms must be received by 5 p.m. on Friday, June 14, 2019. No extensions will be given.

Judging Criteria

1. The South Carolina Society of Association Executives (SCAE) Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the questions listed above.
2. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the TNSAE Awards Luncheon on Thursday, July 31.

PART B – INDIVIDUAL AWARDS

- **Associate Member of the Year**
- **Association Executive of the Year**
- **Rising Star (NEW Category)**
 - o The Rising Star Award will be awarded to a TNSAE member for professional achievement. Individual must be in association management for less than five years. Do you have a team member who is new to the association industry and should be recognized for their contributions to your association? Do you see a future association leader in them? Consider nominating your colleague for this new award!

Entry Preparation & Point Breakdown

ASSOCIATE MEMBER OF THE YEAR – Point Breakdown

1. Provide Nominee's name, and nominator's name (if not self-nominated). Self-nominations are welcome.
2. List nominee's contributions to TNSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (45 points)
3. Provide the following information. (20 points)
 - a. Number of years as provider of products/services to associations.
 - b. Number of years with current employer.
 - c. Number of years as a TNSAE Associate member.
4. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.). List memberships, describe achievements, include positions held, honors received, etc. (20 points)

5. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
6. Does nominee hold a professional designation such as CHSE, CMP, CHSP? (5 points)

ASSOCIATION EXECUTIVE OF THE YEAR – Point Breakdown

1. Provide Nominee's name, and nominator's name (if not self-nominated). Self-nominations are welcome.
2. List nominee's achievements during their association management career. Describe programs and activities that they have implemented that have enhanced the overall effectiveness and development of their employing association(s) and the field of association management as a whole. (45 points)
3. List nominee's contributions to TNSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (20 points)
4. Provide the following information. (10 points)
 - a. Number of years in association management.
 - b. Number of years with current association.
 - c. Number of years as a TNSAE Regular member.
5. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.) List memberships, describe achievements, include positions held, honors received, etc. (10 points)
6. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
7. Is nominee a Certified Association Executive? (5 points)

RISING STAR (NEW Category) - Point Breakdown

1. Provide Nominee's name, and nominator's name (if not self-nominated). Self-nominations are welcome.
2. Provide the following information. (10 points)
 - a. Number of years in association management.
 - b. Number of years with current association.
 - c. Number of years as a TNSAE Regular member.
3. List nominee's achievements during their association management career. Describe programs and activities that they have implemented that have enhanced the overall effectiveness and development of their employing association(s) and the field of association management as a whole. (30 points)
4. List nominee's contributions to TNSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (25 points)
5. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.) List memberships, describe achievements, include positions held, honors received, etc. (15 points)
6. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (15 points)
7. Is nominee a Certified Association Executive? (5 points)

Additional Entry Details

1. Front Page Entry Form must accompany each submission. All entries must be received to TNSAE by Friday, June 14, 2019.
2. All requested listed above must be answered to be considered.
3. Your entry should not exceed **five (5)** 8 1/2" x 11" pages.
4. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and one (1) copy of the data form responses. Submit only one copy of any supporting materials, samples, brochures, evaluation instruments or supplemental information.
 - b. If submitting via email, email all documents as PDF attachments to info@tnsae.org.
5. All entries become the property of TNSAE and will not be returned.
6. Previous nominees who have not won an award in one of these individual award categories may be re-nominated for that same category. A new form must be submitted.
7. Entry forms must be received by 5 p.m. on Friday, June 14, 2019. No extensions will be given.

Judging Criteria

4. The South Carolina Society of Association Executives (SCAE) Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the questions listed above.
5. The committee may choose to not name a recipient of the award for that year.
6. The recipient will be announced during the awards presentation at the TNSAE Awards Luncheon on Wednesday, July 31.

DEADLINE & SUBMITTAL INFORMATION: This entry form must accompany each submission. All entries must be received by Friday, June 14, 2019. Questions? Contact TNSAE Executive Director, Jamie Flynn at 615-298-5944 or jamie@tnsae.org. *Nominees are required to register for the Luncheon.

Mail entry to: TNSAE, Awards of Excellence, PO Box 150344, Nashville, TN 37215 or submit online. Link to forms and registration details is on the TNSAE homepage, www.tnsae.org.

