



AWARDS OF EXCELLENCE ENTRY INFORMATION

Recognizing Initiatives of 2020

Awards Virtual Celebration & TNSAE Annual Meeting:

Friday, Jan. 29

****As you reflect on 2020 and consider submissions, below are a couple questions to think about. We encourage you to share your association's story on pivoting in the midst of the ongoing pandemic this past year.**

- ***How did your association pivot in 2020 in the midst of the COVID-19 pandemic?***
- ***What impact did your program/initiative have on your association, members and/or the community?***

CATEGORIES

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

- Continuing Education Programs
- Marketing
- 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

ASSOCIATION/COMPANY NAME: _____

NAME OF SUBMITTER: _____

TITLE: _____

ADDRESS: _____

PHONE NUMBER & EMAIL: _____

MEMBERSHIP/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 email or online submission form by Friday, Jan. 8, 2021. Questions? Contact TNSAE Executive Director, Jamie Flynn at 615-298-5944 or jamie@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 in the midst of COVID-19:

- **Continuing Education Programming** (Virtual Continuing Education)
- **Marketing** (Website, Social Media Campaign, Association Collateral Material, Marketing Campaign)
- **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.)

Rules and Entry Preparation

1. Front Page Entry Form must accompany each submission. All entries must be received to TNSAE by Friday, Jan. 8, 2021.
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) pages.
4. Your submission:
 - a. Provide one (1) original entry form and include in the PDF 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 be re-nominated 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 2020.
8. Entry forms must be received by 5 p.m. on Jan. 8, 2021. 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.

PART B – INDIVIDUAL AWARDS

- **Associate Member of the Year**
- **Association Executive of the Year**
- **Rising Star**
 - o The Rising Star Award will be awarded to a TNSAE member for professional achievement. Individual must be in association management for under five years. Do you have a team member who is new to the association industry and should be recognized for their incredible contributions to your association? Do you see a future association leader in them?

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 - 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

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