



## IAEM-USA 2019 CAREER EXCELLENCE AWARD COMPETITION GUIDELINES

### Purpose of the IAEM Awards Competition

The purpose of the IAEM Awards Competition is to recognize and honor persons who have made special or significant contributions to the field of emergency management and have represented the profession well by their outstanding performance. This in no way precludes IAEM Councils or Regions from establishing their own awards.

### IAEM-USA Awards Competition

The IAEM-USA Council encourages its members to enter the Global Awards Competition, and also to enter the additional USA-only award categories.

### Purpose of the IAEM-USA Career Excellence Award

The **IAEM-USA Career Excellence Award** recognizes a national leader who has made significant contributions throughout his/her career to promote and improve the emergency management profession in the USA.

- IAEM members may nominate anyone who applies (serves as a practitioner of) emergency management for local, state, tribal, military, or federal government as an employee, contractor, academic instructor or researcher, or volunteer.
- The nominee must work and deliver services within the United States. This includes the 50 states, the District of Columbia, and the territories of American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and U.S. Virgin Islands.
- Nominees who work part time outside the United States can be considered, as long as the majority of time the nominee delivers services is within the United States.
- Self-nominations are **not** allowed for this award category.

### How to Nominate Someone for the IAEM-USA Career Excellence Award

Self-nominations are not allowed for this award category. To nominate someone for this award, complete and submit the official IAEM-USA Career Excellence Award entry form. Letters of endorsement and other supporting documentation are encouraged.

Nominations should be emailed to Karen Thompson at [Thompson@iaem.com](mailto:Thompson@iaem.com) by **Friday, May 31, 2019, 5:00 p.m. EDT**. The official entry form can be found on the IAEM-USA website at <https://www.iaem.org/Awards>.

### 2019 IAEM-USA Awards Competition Schedule

- **Announcement of Call for Entries:** The first week in April 2019.
- **Entry Deadline:** Friday, May 31, 2019, 5:00 p.m., U.S. Eastern Daylight Time.
- **Judging of Entries:** during June 2019.
- **Notification of Entrants:** during July 2019.

## How Award Submissions Will Be Judged

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All award submissions must not have received an award in a previous year. If a previously awarded project is submitted again, it must clearly show that there has been significant improvement or changes to the project since the previous award, and that it is substantially different.

In judging the IAEM-USA Career Excellence Award category, the IAEM-USA Awards & Recognition Committee award applications on the following areas:

1. **50% of the scoring of award applications is on content.**
2. **20% of scoring is for creativity, originality and design.**
3. **20% of scoring is for usefulness for intended audience and impact.**
4. **10% of scoring is on how replicable and adaptable the project is.**

<b>% Weight</b>	<b>Area Description</b>	<b>Area Explanation</b>	<b>Detailed Criteria</b>
<b>50%</b>	Content	The content should clearly explain “who, what, why, how, and where” in ways that make it clear why the project is award-worthy.	<ul style="list-style-type: none"> <li>• Is written in plain English, is understandable, and free of jargon, acronyms, and buzz-words? (Acronyms may be used if spelled out on first occurrence.)</li> <li>• Adheres to limits on the length in the number of words where applicable.</li> <li>• Explains how the program meets the criteria related to the award category.</li> <li>• Assumes that reviewers are <b>not</b> familiar with the submitter’s agency, funding stream, workload, reporting structure, geographical area, or similar matters.</li> <li>• Uses good grammar &amp; spelling.</li> </ul>
<b>20%</b>	Creativity, originality and design	IAEM desires to support recognition of innovation and creativity, where the work is truly unique or expands and contributes in a new way to an existing idea.	<ul style="list-style-type: none"> <li>• Is the design clear, easy to read, and accessible?</li> <li>• From an implementation point-of-view, is the project easy to execute?</li> <li>• How does the program is above-and-beyond and award-worthy in its originality and creativity?</li> <li>• This should NOT be part of an agency’s ongoing initiative or requirement.</li> </ul>
<b>20%</b>	Usefulness for intended audience and impact	Projects must show not only a benefit but a measurable impact on the applicable audience.	<ul style="list-style-type: none"> <li>• How useful is the program to your agency, your partners, and to those who may choose to replicate it?</li> <li>• What has been its impact on the audience?</li> <li>• Did the submission clearly quantify the impact to the audience?</li> <li>• Does the submission include metrics – results from evaluations or any other data that can help a judge determine impartially what depth of impact the program has had with its intended audience?</li> </ul>
<b>10%</b>	Replicability, adaptability	Projects should be able to be adopted and implemented in	<ul style="list-style-type: none"> <li>• There are no restrictions by copyright, proprietary software or content, or other</li> </ul>

		other jurisdictions if possible.	<p>ownership issues that would restrict or prohibit another agency, institution, or organization from adopting this idea, adapting it to meet local needs, and implement it.</p> <ul style="list-style-type: none"> <li>• No license, resale, or similar fees would be assessed to another agency to replicate or adopt the project.</li> <li>• Information can be provided on request to another IAEM member on the project to facilitate the project’s replication elsewhere.</li> </ul>
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**Some additional, overall points about IAEM Award judging:**

- Avoid conflict of interest. If a judge knows the submitter well or has a relationship with the submitter’s agency (e.g., works for them or is a contractor), then he/she will recuse him/herself from judging that award application. Please do not “politic” or contact members of the judging committee in advance of announcement of the winners.
- Awardees do not need to be present at the IAEM Annual Conference to win although they are strongly encouraged to participate in the conference. The IAEM-USA Awards & Recognition Committee is not informed about conference registration and does not consider it in decision-making.

**Announcement of IAEM Awards Competition Results**

The IAEM-USA Awards Competition results will be announced by the IAEM-USA Awards & Recognition Committee.

**Judging Panel**

- **USA Council Awards:** Judging of all USA Council Awards will be accomplished by the Council’s awards committee, using the official criteria, as described in this document. The determination of the judges will be final.

**Awards Presentation**

- **Presentation of Awards:** Presentation of awards will take place at the IAEM Annual Conference in Savannah, Georgia, USA, at a date and place designated by the conference manager.
- **Awards Certificates.** IAEM Headquarters staff will generate award certificates for both Council and Global Awards. An announcement of Council Awards and Global Award winners will be posted on the IAEM-Global Web site at [www.iaem.org/Awards](http://www.iaem.org/Awards).

**Follow These Steps**

- **Entry Forms.** All entry forms **must** be submitted in English on the official IAEM-Global Awards entry form via email as instructed on the form, no later than the submission deadline listed on page 1 of this document.
- **Supporting Materials.** The official entry form and all supporting materials **must** be submitted electronically via e-mail.
- **Only one entry may be submitted per award category.**
- Do **not** enter a single activity or program in more than one award category.
- **Judges will review the entry form and all supporting materials, including but not limited to:** reports, brochures, videos or photos. For web-accessible supporting materials for your entry, you must include the URL address link in your description. If supporting materials are not web-accessible, send the materials (in any language) as an electronic attachment via e-mail to your Council’s contact person.

**The following questions may help you decide how best to describe your program:**

- When, why and where was the activity started?
- What were the activity's goal/objectives? How were they reached? How is your program innovative or an improvement over what has been done in the past?
- How did you/your organization's activity make a more prepared community, state, province, country? What were the measurable outcomes of the program? Can you describe your program's actual impact on people, communities? What type and level of financial resources did it take to implement this program? What sources provided the funds and/or in-kind services?
- How were your organization's members and other volunteers (numbers of persons, groups, businesses, government agencies, etc.) involved in this program?
- What has your organization done to ensure its long-term financial and operational sustainability in order to continue its ability to "make a better world"?

**To review IAEM's vision and mission, please go to <https://www.iaem.org/About>. If applicable, please review the following information for assistance in developing your entry.**

- **Scope of Project.** Questions to consider include: Is the program innovative in scope, originality or execution in comparison to other entrants? How many people benefit from the program? Did the program involve member work, and if so, was there a broad inclusion of membership, or was the project completed by outside consultants, staff or PR firms?
- **Public Relations Value.** Questions to consider include: Does the program serve a group of people or program area that has been identified as critical by national public policymakers?
- **Outcomes or Measurement of Objective.** How well-defined and measurable are the goals and objectives? How was society improved by the program? How many individuals' lives were positively affected or improved by this program? Can the program be easily replicated by other organizations?
- **Summary.** In addition to these criteria, please end your Program Description with a concise summary of why the program is enhancing emergency preparedness.