

## IAEM-USA Guideline for 2020 Clayton R. Christopher Local Emergency Manager Memorial Award

**Awarded to an individual in recognition of their outstanding contributions and commitment to a local emergency management program(s).**

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**Who:** An emergency management director/coordinator at the local (city, county, or tribal) level of government.

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### **Eligibility Requirements:**

- A local emergency management director/coordinator who is currently working in that position or has retired no earlier than the year 2018.
  - A member of IAEM-USA in good standing (as verified by IAEM as of June 1, 2020)
  - Activities or programs must have been implemented and used during the period of **January 1 to December 31, 2019** (calendar year).
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### **Award History:**

Clayton R. Christopher served as Director of Clayton County, Georgia, Civil Defense from June 1962 until his death on Oct. 29, 1976, when he died in an airplane crash on his way to Thomasville, Georgia, to get final approval on plans for an addition to the county civil defense center from authorities in the Civil Defense Region Headquarters. He was Clayton County's first Civil Defense Director and was instrumental in making emergency management in Clayton County what it is today. He reorganized and modernized the system. He also served as President of the U.S. Civil Defense Council Region III (now IAEM-USA Region 4).

In commemoration of Mr. Christopher, Vice-President of Region III\*, United States Civil Defense (January 1, 1975-October 29, 1976), Region III created an annual award titled the "Clayton R. Christopher Memorial Award." IAEM-USA now presents this award annually in honor of Mr. Christopher for his unselfish dedication. His principles of integrity and leadership have served as a guiding force to the institution of emergency management and formed a strong foundation for its future.

\*Now Region 4, International Association of Emergency Managers-USA Council.

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### **Content of a Winning Award Entry:**

1. A nomination letter giving an overview of qualifications.  
*Generally, the introductory letter will be from a co-worker or supervisor. It should be a general overview of the qualifications and accomplishments. It should be no longer than two pages, in standard business letter format using 12-point font with 1-inch margins.*  
**Please Note: Self-nominations are *not* accepted.**
2. Complete an official Clayton R. Christopher Local Emergency Manager entry form.
  - a. Nominator's contact information and basic submission information.
  - b. Narrative of accomplishments/projects that have benefited the nominee's jurisdiction.  
*These narratives should be short overviews stating what problems were corrected, areas that were improved.*

- c. Narrative of innovative programs developed and implemented by the candidate.  
*Outline any program accomplishments that were the result of innovative thinking, examples where the candidate didn't just follow the leader, and examples where the candidate displayed leadership and initiative. If a candidate received an award for an innovative practice, that does not disqualify the candidate from eligibility for consideration for this award.*
  3. Letters of recommendation from elected officials and community leaders.  
*Letters should highlight the positive impact that the candidate has had on the community.  
Limit: up to 5 of these letters.  
Attach one-page letters on letterhead from the author, signed by the author*
  4. Letters of recommendation from local, regional, or state emergency officials.  
*Letters should outline examples of leadership the candidate has displayed in the emergency management program  
Limit: up to 5 of these letters.  
Attach one-page letters on letterhead from the author, signed by the author*
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## How Award Entries Are Judged

Clayton R. Christopher Local Emergency Manager Award entries will be judged through an unbiased selection process by judges jointly appointed by the IAEM-USA Awards and Recognition Committee and IAEM-USA Region 4.

The judges will review entries to determine how closely the above-referenced criteria are explained in a thoughtful yet concise manner, and how the nomination complies with the format and content requirements explained above. Incomplete entry forms will not be considered.

Only written documentation will be reviewed. (No video, photos, websites, or other media will be accepted.)

Judges provide a recommendation for selection to the IAEM-USA Awards and Recognition Committee; whose decisions are final.

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**Please submit the completed award entry form and supporting documents via email to Rebecca Campbell at [RCampbell@IAEM.com](mailto:RCampbell@IAEM.com) no later than Tuesday, June 30, 2020, 5:00 p.m. Eastern daylight time. Entries submitted after the deadline will not be accepted.**

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## 2020 IAEM Awards Competition Schedule

- **Announcement of Call for Entries:** Friday, May 15, 2020.
  - **Entry Deadline:** Tuesday, June 30, 2020, 5:00 p.m., U.S. Eastern Daylight Time.
  - **Judging of Entries:** during July 2020.
  - **Notification of Entrants:** during August 2020.
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