

IAEM-USA Call for Entries

2019 Clayton R. Christopher Memorial Award

In commemoration of Clayton R. Christopher, Vice-President, *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."

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

Who was Clayton Christopher?

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).

IAEM-USA presents this award annually in honor of Clayton R. 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.

Eligibility for the Award

Any member of the International Association of Emergency Managers, USA Council, is eligible for the Clayton R. Christopher Memorial Award, provided he or she is:

- **A local emergency management director/coordinator (city, county, tribal) who is currently working in that position or has retired no earlier than the year 2018.**
- **A member of IAEM-USA in good standing**

Basis for the Award

The award is presented to a member in recognition of unselfish devotion and outstanding contributions to the overall emergency management program. All nominations must contain written justification for the award. IAEM members may nominate a local (city/county/tribal) emergency management director/coordinator deserving of the award regardless of the geographical location within the United States of the nominee or the nominator.

Nominations should be emailed to Karen Thompson at Thompson@iaem.com by **Friday, May 31, 2019, 5:00 p.m. Eastern daylight time**. The official entry form can be found on the IAEM-USA website at www.iaem.org/awards.

Please Note: Self-nominations are not accepted. *While there are no minimum requirements (numbers of items) in an award entry, a complete entry (with all seven suggested items) should give the judges a better idea of the qualifications of the person being nominated.*

Suggested Content of Award Entry

- I. 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 and no longer than two pages.
- II. Narrative of accomplishments/projects that have benefited the community.
*These narratives should be short overviews stating what problems were corrected, areas that were improved.
(Form for reporting accomplishments is attached)*
- III. Narrative of innovative programs developed by the candidate.
*These narratives should 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.
(Form for reporting innovative programs is attached)*
- IV. Listing of experience, certifications, awards, training and education.
*List related work and disaster experience.
List any related certifications or license.
List related awards, honors or outstanding career accomplishments.
List training/education highlights.*
- V. Letters of recommendation from elected officials and community leaders.
These letters should highlight the positive impact that the candidate has had on the community. Limit: up to 5 of these letters.
- VI. Letters of recommendation from local, regional or state emergency officials.
These letters should outline examples of leadership the candidate has displayed in the emergency management program. Limit: up to 5 of these letters.
- VII. Listing of areas of community involvement.
This section should outline any non-work related community involvement that the candidate has had.

Format for Award Entry

Section I: standard business letter format using 12-point font on one page with 1-inch margins.

Sections II and III: Use the Clayton R. Christopher Award Entry Form, provided, to document accomplishments and innovations.

Section IV: one-page, 12-point font statement, labeled "Section IV"

Sections V and VI: Attach one-page letters on letterhead from the author, signed by the author up to the limit noted for each section.

Section VII: one-page, 12-point font statement, labeled "Section VII"

Do not attach any additional materials not specified above.

How Award Entries Are Judged

Clayton R. Christopher 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.

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.

Please submit the completed award entry form and supporting documents via email to Karen Thompson at Thompson@iaem.com no later than Friday, May 31, 2019, 5:00 p.m. Eastern daylight time. Entries submitted after the deadline will not be accepted.