

IAEM-USA Guideline for 2020 Emergency Management Volunteer of the Year and Voluntary Organization of the Year Awards

Emergency Management Volunteer of the Year Award is presented to an individual in recognition of their exceptional emergency management services and contributions to the community throughout the prior year.

Voluntary Organization of the Year Award is presented to one U.S. voluntary organization that made extraordinary emergency management contributions within the United States, including the 50 states, District of Columbia, and the territories of American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and U.S. Virgin Islands.

Eligibility Requirements

Emergency Management Volunteer of the Year:

- An individual who participates as an active volunteer within a recognized emergency management voluntary organization.*
- Nominee's volunteer activities must be unpaid and cannot include court-ordered community service. Nominees who receive a nominal stipend for their service (such as in connection with a national service program) may be eligible. Reimbursement of expenses does not disqualify a nominee.
- Nominee volunteered their services for the entire preceding calendar year. Change to or from paid employment for their services (temporary, short-term, or permanent) any time during the year for any length of time, disqualifies the nominee for this award.
- Nominee has not received a similar award from the sponsoring organization or any other agency, organization, or government entity during 2019 or before.
- Self-nominations are not accepted for this award.
- Nominee has not received an award from IAEM in the previous year for any award category.

**The volunteer activities of the nominee to be judged occurred during the prior calendar year. While the volunteer contributions may have been over many years, only the prior year's activities will be considered. This is not a lifetime achievement award.*

Emergency Management Voluntary Organization of the Year:

- Nominated organization made significant and extraordinary emergency management contributions within the United States. This includes the 50 states, District of Columbia, and the territories of American Samoa, Commonwealth of Northern Mariana Islands, Guam, Puerto Rico, and U.S. Virgin Islands.
 - Organization is recognized by IAEM and/or FEMA as an emergency management organization (MOU, other acknowledgements) and/or,
 - Organization is listed as a national member on the National Voluntary Organizations Active in Disaster (NVOAD) website, www.nvoad.org.
 - Self-nominations are not accepted for this award.
 - Organization has not received an award from IAEM in the previous year for any award category.
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Content of a Winning Award Entry:

Activities or programs must have been implemented and used during the period of **January 1 to December 31, 2019** (calendar year).

1. Complete an official IAEM-USA Council Volunteer Awards entry form.
 - a. Nominator's contact information and basic submission information.
 - b. Complete Section I for Individual Volunteer of the Year award OR complete Section II for Voluntary Organization of the Year award.

 2. Section I: Individual Nomination
 - a. Service - Narrative of significant contributions to serving as a volunteer.
(judging weight 50%)
What is it about the nominee's service that goes above and beyond expected service delivery?
 - b. Impact - Narrative of significant impact this individual had to the sponsoring organization and/or people in communities served.
(judging weight 30%)
 - c. Spectrum of Service – Narrative of the nominee's services over the range of emergency management (planning, preparedness, mitigation, response, and recovery).
(judging weight 10%)
Contributions across the range are not required, but preferred.
The broader range of contributions in the field receives a greater number of points during judging.
 - d. Length of Service – *(judging weight 10%)*
While award is for volunteer services during the prior calendar year, the length of time the nominee has served as a volunteer demonstrates long-term commitment.

 3. Section II: Organizational Nomination
 - a. Community Needs Addressed – Narrative of what specific needs are addressed and who receives the services of the voluntary organization.
(judging weight 40%)
May also include an initiative(s) that the organization developed in support of mitigation, preparedness, response and recovery – more than traditional provision of disaster relief services such as shelter, housing, meals, counseling, and financial assistance.
 - b. Operation – Narrative of organization's operations, including statistical data.
(judging weight 25%)
What distinguishes this organization?
 - c. Results – Narrative of what specific results were achieved.
(judging weight 25%)
 - d. Diversity – Narrative of how the organization serves diverse populations, citing written non-discrimination policies and procedures of the organization.
(judging weight 10%)
the voluntary organization serves all clients without regard to race, religion, sex, age, marital status, national origin, language spoken, citizenship status, geographic location, disability, sexual orientation or gender expression.
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How Award Entries Are Judged

Volunteer of the Year and Voluntary Organization of the Year will be judged through an unbiased selection process by judges appointed by the IAEM-USA Awards and Recognition Committee.

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.

Please submit the completed award entry form and supporting documents via email to Rebecca Campbell at 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.

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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