



## IAEM-USA 2019 VOLUNTEER AWARDS COMPETITION GUIDELINES

**The IAEM-USA Awards and Recognition Committee offers these award categories:**

1. Emergency Management Volunteer of the Year Award
2. Voluntary Organization of the Year Award

The IAEM-USA Awards & Recognition Committee will select a winner for the award categories listed above from among qualifying entries received by the deadline of **May 31, 2019, 5:00 p.m. EDT**.

These guidelines and the official entry form for these IAEM-USA only award categories are posted at <https://www.iaem.org/Awards>.

### **Awards Eligibility**

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Emergency Management Volunteer of the Year – recognizes the services of a single individual who made extraordinary emergency management volunteer contributions during the 2017 calendar year. The volunteer awards are intended to recognize exceptional community support over the year and not a single act or achievement.

The nomination must be for an individual who participates as an active volunteer within a recognized emergency management voluntary organization.

All volunteer activities of the nominee must be unpaid and cannot include court-ordered community service; however, 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.

If the nominee changes from a volunteer role to a paid (temporary, short-term, or permanent) role with the same organization with which the nominee volunteered during calendar year 2018, that change of status disqualifies the nominee from further consideration. Likewise, if a person was paid staff of that organization and changed status to volunteer during 2018, that also disqualifies.

The individual recognized should have demonstrated exceptional contributions across the full spectrum of emergency management. While all IAEM members, as good citizens, should become involved in some level of community support, these awards are designed to recognize the truly outstanding volunteers.

The nominee must not have already received a similar award from the sponsoring organization or any other agency, organization, or government entity during 2018 or before.

Emergency Management Voluntary Organization of the Year Award – This award is presented to one U.S. voluntary organization that made 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.

The voluntary organization must be recognized by IAEM and or FEMA as an emergency management organization (MOU, other acknowledgements) and/or be listed as a national member on the National Voluntary Organizations Active in Disaster (NVOAD) website. (<https://www.nvoad.org/>)

## **Number of Entries**

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Each nominator may submit only one entry per award category. Self-nominations are **not** accepted.

## **Awards Timeline**

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### **Schedule for IAEM 2019 Award Categories (including EM Volunteer Awards)**

- **Announcement of Call for Entries:** first week of April 2019.
- **Submission Deadline:** Friday, May 31, 2019, 5:00 p.m. Eastern Daylight Time.
- Judging occurs in June by judges appointed by the IAEM Awards & Recognition Committee.

## **Program Period – Eligibility for Award**

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Emergency Management Volunteer of the Year Award: The volunteer contributions of the nominee may have been over an extended time, but only those made during the 2018 calendar year qualify for judging for this competition. This is not a lifetime achievement award.

Voluntary Agency of the Year Award: The voluntary agency must have been recognized by FEMA, the IAEM, and/or NVOAD for at least the minimum of calendar year 2018.

## **Guidelines for Entries**

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- Please use the appropriate Volunteer Award Entry form available at <https://www.iaem.org/Awards>
- Only award entries using the official award entry form will be accepted.
- Previous award winners are not eligible for a period of five years.
- **Award entries must be submitted via email to Karen Thompson at IAEM Headquarters no later than May 31 2019, 5:00 p.m. EDT. Email to: [Thompson@iaem.com](mailto:Thompson@iaem.com)**

## **How Award Submissions Will Be Judged**

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Criteria listed below for each award explain judging requirements. Note, all award submissions must not have received an award from the IAEM in a previous year for any award category.

### Volunteer of the Year:

- (Weight: 50%) Service -- describe significant contributions to serving as a volunteer. For example, providing disaster relief; conducting or organizing disaster exercises; conducting outreach and education to promote disaster preparedness; writing disaster response, recovery, or other plans incorporated by the voluntary organization or a sponsoring government agency; What is it about the nominee's service that goes above and beyond expected service delivery?
- (Weight: 30%) Impact -- describe significant impact this individual had to the sponsoring organization and/or people in communities served.
- (Weight: 10%) Spectrum of service: voluntary contributions across the range of emergency management (planning, preparedness, mitigation, response, and recovery) is preferred, but is not required. The broader range of contributions in the field receives a greater number of points during judging.
- (Weight: 10%) Length of service: while this award is for contributions during calendar year 2018, the length of time the nominee has served as a volunteer demonstrates long-term commitment.

### Voluntary Organization of the Year:

Describe in narrative form how the organization has made extraordinary emergency management contributions during the 2018 calendar year.

- (Weight: 40%): **Community Needs Addressed** - Specific needs are addressed and who receives the services of the voluntary organization. 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.
- (Weight: 25%): **Operation** – How many volunteers participate; how frequently is service provided; what distinguishes this organization's volunteer program from others?
- (Weight: 25%) **Results** – What specific results were achieved?
- (Weight 10%) **Diversity** – 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.

### Announcement of IAEM Award Results

The results of the judging for the IAEM award categories will be announced by the IAEM-USA Awards and Recognition Committee during July 2019. The determinations of the respective awards committees will be final.

### Awards Presentation

- Presentation of awards will take place at the IAEM 2019 Annual Conference in Savannah, Georgia, USA. One does **not** have to be present to win.
- IAEM Headquarters staff will generate award certificates.
- An announcement of award winners will be posted on the IAEM website at <https://www.iaem.org/Awards>