



CAAP

Community Action
Association
of Pennsylvania

CALL FOR NOMINATIONS

2014 Distinguished Service Awards

Nomination deadline: **January 10, 2014**

call for nominations

Nominating those that have made an outstanding contribution to service for low-income families and communities in Pennsylvania...

CAAP takes great pride in the achievements of all of our member agencies, their staff, volunteers, community partners and leaders. As an association committed to empowering Community Action Agencies to solve the problems of their local communities and address the needs of low-income Pennsylvanians, all contributions that enhance the quality of that effort are treasured. Some individuals, however, go above and beyond the call of duty in their daily work, touching lives in special ways, making the road just a little easier for the rest of us and encouraging all of us to even greater accomplishments.

The CAAP Distinguished Service Awards Program, began in 2012 with the establishment of the Sargent Shriver Community Service Award. This year, in conjunction with the 50th anniversary of the signing of the Economic Opportunity Act of 1964, CAAP is expanding the Distinguished Service Awards to include a number of individual and agency based awards. CAAP members are encouraged to nominate individuals and organizations that enhance the lives of individuals and local communities through their involvement, innovation, leadership or advocacy, as well as personal and organizational generosity. The goal of the CAAP Distinguished Service Awards Program is to honor persons and organizations for outstanding performance.

Eight awards will be offered this year:

- ✿ Sargent Shriver Community Service Award
- ✿ Leader of the Year
- ✿ Board Member of the Year
- ✿ Outstanding Advocacy in the Field of Anti-Poverty/Community Development
- ✿ Staff Member of the Year
- ✿ Innovative Program of the Year
- ✿ Professional Advancement Award
- ✿ Public Official of the Year

Each award focuses on a different aspect of service, but all are important. Please review the categories and criteria which follow and consider proposing one or more of the special programs or people in or associated with your organization for a 2014 CAAP Distinguished Service Award.

Nominations are open until January 10, 2014. The Annual Conference Committee will review the nominations and select a slate of winners late January. Nominators will be notified by February 14, 2014 so that honorees can make plans to attend the CAAP 2014 Annual Conference on April 9, 2014 in Harrisburg, PA to accept their awards and attend a special Awards Dinner in their honor. Those submitting nominations that were not selected will also be notified.

Entries must be postmarked by January 10, 2014.

Categories & Criteria

Please select the appropriate category for the nominee and address all nomination criteria individually as thoroughly as possible.

Submitting your nomination: The process of evaluating and selecting award recipients can be very difficult. Support material to back-up nominees' qualifications is extremely important and helpful in assisting the selection committee. Examples of support materials to include with your nomination submittals include: supervisor, staff, resident/family testimonial letters; press/media clippings/photos; resumes; letters of reference; and any other material that supports your nominee's category and submission. Please don't hesitate to contact CAAP for clarification on collateral materials associated with your nomination submittals at 717-233-1075.

SARGENT SHRIVER COMMUNITY SERVICE AWARD

Named after Sargent Shriver, the award honors an individual who represent all the qualities Sargent Shriver demonstrated as a champion of many social programs and organizations, including Community Action, to show appreciation for that person's work in community service.

Eligible Nominees: Nominations are open to any individual that makes a true commitment to assist low-income individuals and families. This is not exclusive to staff and Board members of Community Action Agencies.

- ✿ History of commitment, leadership and involvement with broad-reaching effect on advancement of service to low-income individuals and families; and,
- ✿ Outstanding contributions of significant community service; and,
- ✿ Significant contributions to improving the quality of life to low-income individuals and families and fostering a better understanding of the fields of social services and community development; or,
- ✿ Outstanding and creative service to member agency, local community and the fields of social services and community development.
- ✿ Distinguished record of service, dedication and foresight.

Additional Requirements: A full resume along with two (2) letters of reference must accompany the nomination application. The committee needs to know how all criteria are being met. Please ensure that support material clearly documents all criteria.



Submit your nominee! Submission deadline: January 10, 2014

Categories & Criteria

LEADER OF THE YEAR - *Excellent leadership in a member organization*

Recognition of individuals that demonstrate excellence in management or governance accountability, are pro-active in quality of services to customers and have played a pivotal role in overall operations leading to organizational success.

Eligible Nominees: Senior management, executive directors/CEO's of CAAP member organizations.

- ✿ Outstanding and creative service and support to CAAP
- ✿ History of exceptional leadership to the member organization, its clients and/or the low-income citizens in the community
- ✿ Commitment to staff development and the fostering of staff relationships
- ✿ Significant contribution to improving quality within the member organization
- ✿ Significant positive impact in advancing the understanding, knowledge and service of anti-poverty solutions within the member community
- ✿ Steadfast commitment "above and beyond the call of duty" to the organization
- ✿ Specific acts to enhance and enrich the role of staff within the organization
- ✿ Distinguished record of service, dedication and foresight

Additional Requirements: A full resume along with two (2) letters of reference must accompany the nomination application. The committee needs to know how all criteria are being met. Please ensure that support material clearly documents all criteria.



BOARD MEMBER OF THE YEAR

This award is given to voluntary leaders who have served with distinction on the boards of CAAP member organizations and have demonstrated a significant contribution by enriching the lives and well-being of low-income individuals, displayed a personal commitment to the life of the organization and provided outstanding leadership to the organization and the community at large.

Eligible Nominees: Board member (group or individual) from member organizations.

- ✿ Served unselfishly and with distinction on board of facility
- ✿ Significant contribution of time and effort for betterment of facility and residents
- ✿ Service beyond call of duty
- ✿ Financial contributions
- ✿ Evidence of personal preparation to enhance enlightened governance
- ✿ Community involvement beyond facility/organization
- ✿ Above and beyond in demonstrating steadfast commitment (history of involvement, willingness to take risks, clear understanding of trustee's role, leadership in innovation)
- ✿ Specific actions to enhance and enrich lives of aging
- ✿ Outstanding leadership in achieving organization's specific goals and objectives

Categories & Criteria

OUTSTANDING ADVOCACY *in the field of anti-poverty/community development*

Recognizes an individual or organization for exceptional advocacy and leadership efforts on behalf of anti-poverty and/or community development related policy, regulation or legislation compatible with CAAP's mission and goals.

Eligible Nominees: Member or non-member individuals or organizations.

- ✿ Outstanding advocacy effort and contribution on behalf of organization and field
- ✿ Provision of outstanding advocacy leadership
- ✿ Nominee has advocated and actively encouraged others to advocate for anti-poverty and/or community development issues with local, state or national policy makers and/or the media
- ✿ Provision of information and support on strategies that individuals can use to advocate for poverty issues
- ✿ Organization of other persons or groups to advocate for positive change

STAFF MEMBER OF THE YEAR

Recognition of an individual who has exhibited excellence within their role and enhanced their member organization through exceptional service to staff, customers and communities served.

Eligible Nominees: Employees (non-managerial) of a member organization.

- ✿ Giving outstanding commitment to the poor within their role at the agency (examples: length of service, dependability, a commitment to self betterment, example setting, hospitality or extra participation)
- ✿ Specific acts to enhance and enrich the lives of low-income individuals
- ✿ Exceptional service to the member agency, its customers, and/or the low-income population in the community



INNOVATIVE PROGRAM OF THE YEAR

Recognition of programs and services that are models of innovation and excellence and that contribute significantly to the quality of life of individuals served.

Eligible Nominees: Member individuals or organizations.

- ✿ Innovative program in anti-poverty services which sets an example that can be replicated and makes extensive use of rather limited financial or human resources
- ✿ Reaches in new directions on an experimental basis for greater welfare of all customers
- ✿ Obtains extraordinary services from a staff which becomes enthusiastically motivated by virtue of this programmatic initiative
- ✿ Involves outside community resources in a creative, mutually beneficial manner

Additional Requirements: Please provide an outline and/or template of the program or project to aid other member agencies in the replication of your project. Please indicate funding support.

Submit your nominee! Submission deadline: January 10, 2014

Categories & Criteria

PROFESSIONAL ADVANCEMENT AWARD

This award is given to an individual who has assumed progressive leadership responsibilities within a CAAP member organization and has worked to build a shared vision, develop robust relationships and organizational capability.

Eligible Nominees: Member employees of any organizational level.

- ✿ Demonstrated achievement and success in improving individual skills to benefit the larger community and customers served
- ✿ Outstanding commitment and demonstration of the highest professional standards
- ✿ Encouragement of collaboration and partnership between all stakeholders
- ✿ Mentoring to promote and encourage career growth throughout the organization

PUBLIC OFFICIAL OF THE YEAR

This award is given to public officials, elected or appointed, who have shown extraordinary commitment to anti-poverty and community development issues.

Eligible Nominees: Elected or appointed officials on federal, state and local levels of government.

- ✿ Outstanding contributions in public policy development which benefitted low-income individuals and families
- ✿ Significant contribution of time and effort for betterment of the lives of low-income Pennsylvanians





2014 Distinguished Service Awards Nomination Form

To nominate an individual or organization, please complete the form below and return it with supporting information to the CAAP office. Nominations must be postmarked by January 10, 2014. Duplicates of this form should be made for each award category.

I/we nominate the following (check one) person, group, or facility for consideration as a recipient of the CAAP 2014 Distinguished Service Award in the following category (see category details):

- Sargent Shriver Community Service Award Leader of the Year Board Member of the Year
- Outstanding Advocacy in the Field of Anti-Poverty/Community Development Staff Member of the Year
- Innovator/Innovation of the Year Professional Advancement Award Public Official of the Year

Check One: If the Committee wishes to consider your entry in a different category, is this acceptable to you? Yes No

Nominator Information (please print):

Community Action Agency name: _____

Designated contact person (name): _____

Contact person phone: _____ E-mail address: _____

I understand that my Community Action Agency is responsible for submitting all required documents, and that improper document formats and/or late submissions will not be accepted. I understand that my Community Action Agency will be responsible for assisting our nominee and any accompanying guests, both logistically and financially, to attend the awards ceremony and related events on April 9, 2014 in Harrisburg; including transportation, lodging and any related travel expenses.

Signature of authorized agent: _____ Title: _____

On a separate sheet(s) of paper, please describe the nominee's qualifications. Please include the support material (i.e. testimonial letters from other individuals to support the nomination, resume or background sketch, summary of program benefits, human interest information) appropriate to the criteria for the specific category described on the attached sheet. Please select the proper category for your nominee. It is important that nominees meet all the criteria listed in their category. Please supply support material to address each criteria, the Awards Committee will carefully review all applications and support material supplied.

Nominee Information (please print):

Nominee name: _____

Street address: _____ City/Town: _____

State: _____ Zip: _____ Phone: _____ Email: _____

I hereby give permission for my Community Action Agency and the Community Action Association of Pennsylvania to share my name, story and related material with their affiliates and the media. I also give permission for the use of photos of me for Community Action projects, publications, World Wide Web site, or related uses.

Nominee signature: _____ Date: _____

This form must be postmarked by January 10, 2014. Please submit to:

CAAP DSA Awards Program

222 Pine Street • Harrisburg, PA 17010

Awards will be presented at the CAAP Annual Conference, April 9, 2014 in Harrisburg, PA.

2014 Distinguished Service Awards

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