



2020 NCCAA AWARD NOMINATION FORM

DEADLINE FOR SUBMISSION IS APRIL 10, 2020

The North Carolina Community Action Association pauses to recognize the extraordinary leadership and dedication of individuals whose contributions embody the spirit and promise of community action. You are invited to nominate individuals from your community who have raised the bar with their accomplishments.

All award recipients will be recognized during the 2020 NCCAA Awards Luncheon, Sunday, November 1, 2020 at the Wilmington Convention Center, Wilmington, NC at 12:00 pm. VIP seating will be offered to recipients.

Part I – Award Selection

Please *highlight* the award this nomination is referring to:

STANDING AWARDS – Created in 2001, these three awards were created to recognize individuals and partners of Community Action annually:

- **Roselle Copeland Stewardship Award**
- **Lonnie D. Burton Achievement Award**
- **Gloria M. Williams Award**

The ESSENTIAL PIECE Community Action Employee of the Year

Part II – Nominee Information

Name:	
Title:	
Agency/Organization:	
Address:	
City:	
State:	
Zip:	
Phone:	
Email:	

Part III – Supporting Documentation

Please provide required information for the award this nomination is referring to, and/or briefly describe your reasons for the nomination below - Appendix A lists the required documentation:

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Part IV – Nominator Information

Name:	
Title:	
Agency:	
Address:	
City:	
State:	
Zip:	
Phone:	
Email:	

Signature: _____

Date: _____

Part V: Submission Instruction

Submit this signed form along with supporting documents to Endia B. Hall and Sharon C. Goodson [by 11:59 PM EST, April 10, 2020](#). Submissions may be made electronically or by email. If mailed, the nomination packet must be [labeled NCCAA AWARDS](#) and [postmarked April 10, 2020](#). **Late submissions will not be accepted.**

Endia B. Hall, Project Manager

Email: endia.hall@nccaa.net

Sharon C. Goodson, CCAP, NCCAA/SEACAA Executive Director

Email: sharon.goodson@nccaa.net

Mailing Address: 4428 Louisburg Road, Suite 101, Raleigh, NC 27616; Tel: 919-790-5757

Appendix A

Required Documentation

STANDING AWARDS

Roselle Copeland Stewardship Award

The **Roselle Copeland Stewardship Award** is presented annually to an individual member of the Association (NCCAA). Nominees shall have been in good standing with the Association not less than two (2) years. Award focuses on **exemplary individual contributions** to the Association, to the local community or agency and/or the low-income community at large.

Required documentation:

- Description of contributions to the Association or its programs, committees or services.
- Involvement, leadership, or contributions to Community Action at the local level.
- Exemplary activity or service at the state or local level.

Nominations should be limited to **no more than one (1) typed page (single-spaced on agency letterhead, 12 pt. font)**.

Period of Award: The period of the award is, at a minimum, between annual meetings, but consideration of merit of this award can be determined for any time period of service to Community Action.

Checklist:

- Organization's Name, Address, and Contact Person
- Period of Activity
- One paragraph description of the individual's main activities/services
- What the individual has done for NCCAA, a member agency, the local agency or area and/or low-income people
- The Positive Outcomes of the individual's contributions
- Include a headshot.

Lonnie D. Burton Achievement Award

The **Lonnie D. Burton Achievement Award** is presented annually to an individual who, through the assistance of a Community Action Program, has achieved a **significant level of self-sufficiency and independence**, while recognition is given to the local Community Action Agency's role in helping the nominee(s) help themselves. This award focuses on the personal progress and achievements of the individuals nominated.

****CAA employees are not eligible for this award unless they are former recipients of CAA services.***

Required documentation:

- Description of circumstances that caused the nominee to seek assistance through the Community Action program(s).
- Commitment to achieving personal goals (employment, training, homeownership, education, etc.).
- Additional responsibilities while working towards these goals (i.e., caring for family members, etc.).
- Contributions to the community (advocacy for the poor, public official, volunteer efforts).

Nominations should be limited to **no more than one (1) typed page (single-spaced on agency letterhead, 12 pt. font).**

Period of Award: The period of the award is, at a minimum, between annual meetings, but consideration of merit of this award can be determined for any time period of service to Community Action.

Checklist:

- Agency's Name, Address and Contact person
- Period of Activity
- Nominee's Name (former recipient of CAA assistance)
- Family Size (number and ages of children, if applicable)
- Educational Level achieved by nominee
- Circumstances that caused nominee to seek CAA help (include dates assistance was provided)
- What the CAA did for the nominee (i.e., services, case management, etc.)
- Nominee's Commitment to achieving personal goals
- Additional Responsibilities while working for these goals
- Contributions to the Community
- Include a headshot.

***CAAs are reminded to obtain permission from the nominees to share their personal stories. Nominees must have received assistance from the Community Action Agency within the past five (5) years.**

Gloria M. Williams Award

The **Gloria M. Williams Award** is presented annually to a corporation, foundation, or other valuable partner that has **advanced the cause of the Association or one of its members.** The focus of this award will be substantial financial, volunteer, or political support of the Association or one of its members.

Required documentation:

- Description of the nominee's substantial financial, volunteer, or political support.
- The monetary value of assistance provided.
- The overall positive impact for NCCAA, a member agency, and/or low-income people.
- Additional examples that show the organization's commitment to assisting low-income families and the community action network.

Nominations should be limited to **no more than one (1) typed page (single-spaced on agency letterhead, 12 pt. font)**

Period of Award: The period of the award is, at a minimum, between annual meetings, but consideration of merit of this award can be determined for any time period of service to Community Action.

Checklist:

- Organization's Name, Address, and Contact person
- Period of Activity

- One Paragraph Description of the organization's main activities (Example: AT&T provides long distance phone service and other telecommunication services.)
- What the Organization has done for NCCAA, a member agency, and/or low-income people
- Expected Positive Outcomes of the organization's support
- Examples of the Organization's Continued Commitment to assisting low-income people and the community action network
- Include a headshot.

The ESSENTIAL PIECE Community Action Employee of the Year

The **ESSENTIAL PIECE Award** Community Action Employee of the Year was created to recognize the exemplary performance of CAA employees who demonstrate "the heart" of community action! By 'the heart', means full of passion, dedication, discipline.... someone who consistently **goes above and beyond agency expectations** and demonstrates consistent service and results to their agency, their co-workers and their communities.

****Student employment and volunteers shall not be recognized for the purposes of this award.***

Required documentation:

- Description of accomplished work contributions to position, department and agency.
- Examples of contributions to the community.
- Identify individual achievements/traits you believe contribute to the individual's job performance.

All nominees will be recognized at the conference and automatically qualify for "The ESSENTIAL PIECE" Community Action Employee of the Year Award.

Period of Award:

- Regular status employees working 30 or more hours per week who have been employed with your Agency in such capacity for a minimum of 12 months.
- Regular status employees working at least 20 hours, but less than 30 hours per week and who have been employed with your Agency for a minimum of four calendar years.

Checklist:

- Include completed Community Action Employee of the Year Nomination Form (separate document).**
- Include a headshot.