

**UNITED STATES DEPUTY WARDENS ASSOCIATION NOMINATION**  
**USDWA MEMBER RECOGNITION AWARD – DEPUTY WARDEN OF THE YEAR**

Procedure: USDWA - Member Recognition Award

Number: SOP-# 2

Authority: USDWA By-Laws, The Member Recognition Awards Selection Authority

Reference: None

Effective Date: July 20, 2004

Establishment of Award: The purpose of the USDWA - Member Recognition Award is to recognize annually at the summer conference, a member who has made significant achievements as a Deputy Warden in their facility and/or Agency.

Each year the Association may recognize one of its regular members to receive the USDWA - Member Recognition Award.

**Members eligible to receive the USDWA - Member Recognition Award shall:**

1. Have been an active member in good standing.
2. Not be a past recipient of the Member Recognition Award.
3. Nominations may be made by any member in good standing.
4. Nominations shall be received by May 1 of each year and mailed to the Scholarship and Awards Chairperson.

Nomination forms shall be made available on the Association's Website.

**Selection Committee:**

The committee shall consist of 3 (three) members. The Chairperson shall be the Scholarship and Awards Chairperson, longest serving retired board member and Executive Director. The Scholarship and Awards Chairperson shall receive all nomination forms and material and forward them to the committee for review. The committee will review and recommend to the full Board the individual to receive the Member Recognition Award.



## **UNITED STATES DEPUTY WARDEN ASSOCIATION MEMBER RECOGNITION AWARD**

Each year, the Selection Committee may select one individual to be honored. Individuals will be selected only once for recognition. Prior to the annual conference, the Selection Committee Chairperson will discreetly ensure the selected individual will be at the conference to be honored. Nominees not selected will not be informed of their nomination, nor of the reasons not selected. Committee Chair shall not be eligible for this award.

The Executive Director shall be responsible for obtaining the award plaque.

### **SELECTION PROCESS:**

The Member Recognition Award is not a popularity contest but a known, structured process to select deserving individuals who has made significant achievements as a Deputy Warden in their facility and/or Agency.

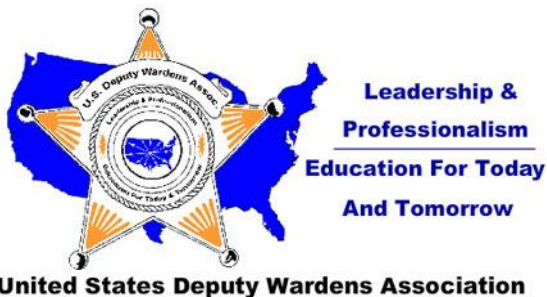
All nominations shall be in writing and must be received by the Scholarship and Awards Chairperson on or before May 1st each year. The nomination forms shall be on the Association's web site. No selection action shall be transacted except between all committee members.

### **GUIDELINES FOR SUBMITTING NAMES OF NOMINEES:**

1. He/she must have been an active regular or lifetime member of USDWA.
2. He/she must be a member who has made significant achievements as a Deputy Warden in their facility and/or Agency.
3. A nomination form, a brief biography of the nominee, and their accomplishments must be submitted, with emphasis placed on the individual's contributions to the betterment of their facility or agency.
4. All nominations must be received by the Scholarship and Awards Chairperson prior to May 1st each year to be considered.

### **AWARD BENEFIT**

1. Be recognized as honoree at the Association's annual conference banquet.
2. Receive a personal plaque.



## UNITED STATES DEPUTY WARDEN ASSOCIATION MEMBER RECOGNITION AWARD

### CALL FOR NOMINEES

The Member Recognition Award was established to recognize annually, at the summer training conference to a member who has made significant achievements as a Deputy Warden in their facility and/or Agency.

The selection committee will receive nominations and select the recipient. Any member in good standing may submit a nomination. Completed applications must be received by May 1.

The Award recipient will be recognized at the annual Awards Banquet.

The nomination letter should include the nominee's name, state, and your reasons for nominating the individual. Please be as specific as possible with your comments, which should address the accomplishments and contributions your nominee has made. Our Association has many members who are worthy of this recognition. Please take the time to nominate a deserving member.

### Criteria:

Nominee must have been an active member in good standing. Nominee must not be a past recipient of the Excellence Award.

NOMINEE \_\_\_\_\_ STATE \_\_\_\_\_ Please print name as it should appear on the Award

The above member should receive the Membership Recognition Award for the reasons stated on the attached sheet.

Nominator's Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Please Print \_\_\_\_\_

Address \_\_\_\_\_

Nominator's Signature \_\_\_\_\_ Date \_\_\_\_\_