

PCPI ANNUAL AWARDS Nomination Guidelines

In Indianapolis, Indiana at the Annual Awards Banquet to be held in conjunction with the Annual Meeting, April 23-24, 2010, PCPI will present awards to those who have rendered outstanding service to the cooperative preschool movement. The Awards Committee is depending upon you to nominate those persons deserving special recognition. We hope that with your help many areas will be represented.

ENTRY DEADLINE IS MARCH 1, 2010

(Entries postmarked, faxed or emailed after this date will be considered for the following year)

Please refer to the Judging Criteria before starting

Instructions for completing the Nomination Form:

- ◆ Complete sentences are not necessary, but please **type or print clearly, or submit the information via email.**
- ◆ Presume that no one on the Awards Committee knows the nominee. Be enthusiastic, but brief; be flattering, but honest. Make each comment count toward creating a total picture of the candidate.
- ◆ Include those positions held that are relevant and illustrate commitment to the parent cooperative movement.
- ◆ Check at least one area of specific contribution. You may expand on any areas that describe why you feel your candidate is deserving of an award. We are looking for people who are innovators, promoters, administrators, builders, or advisors.
- ◆ Seek endorsement by the nearest Cooperative Council - this endorsement is highly desirable. If endorsement on the form is not possible, please request a letter of support be sent to the Awards Chair, directly. Please note if there is no local council in your area.
- ◆ **Nominee and sponsor must be members of PCPI**, except for Honorary Life Membership or International Award. (See Judging Criteria)

Suggestions:

- ◆ keep a copy of the completed form to present to the successful candidate, as information for a press release, or to use for a further nomination.
- ◆ keep the nomination a secret from the candidate if possible until the time of presentation at the banquet or at an appropriate occasion in your local area.

VOTING PROCEDURES:

1. All completed forms are screened for postmark (or email date) and membership qualifications.
2. Nomination Forms are copied and forwarded to the Awards Committee members.
3. Ballots are returned to the Awards Chair who tabulates the results.
4. The Awards Chair will notify the contact person of the voting results.

AWARDS CERTIFICATE AND PIN

Successful candidates will be presented with their award certificate at the Annual Awards Banquet. **It is not necessary for the candidate to be present.** The award will be delivered to the recipient or to their sponsor to be presented at a local event.

If the sponsor desires, a **PCPI pin** may be ordered to accompany the certificate. The pin is triangular in shape, 1 1/4 x 1 1/4 inches, made of silver plate, and is an exact representation of the PCPI logo.

Please indicate on the Nomination Form if you wish to order a pin. The cost is \$35 (U.S. or Canadian). The pin must be prepaid. If the nomination is not approved, the cost of the pin will be refunded.

A nomination form and the Judging Criteria are attached.

A listing of previous award winners by year is included in the PCPI annual Directory and names of recent winners appear in COOPERATIVELY SPEAKING.

To nominate someone, please complete the following:

1. Mail, fax or email the completed Nomination Form to the awards chairperson. Remember to include the 70-80 word tribute (summary of achievements and reason for the award) as described on the Nomination Form.
2. Mail the administrative fee of \$20 (U.S. or Canadian) to the awards chairperson, payable to PCPI
3. Please indicate on the form if you would like to order a pin. The cost for a pin is \$35 (U.S. or Canadian), payable to PCPI

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PCPI ANNUAL AWARDS

Judging Criteria

A. District Award

Demonstrate at the local, Council, or regional level:

- effective leadership
- dedicated cooperation with parents and teachers
- tangible benefits to children
- dedicated commitment to the well-being of local parent cooperative or council.
- Nominee and sponsor are both members of PCPI.

B. National Award for Demonstrated Leadership

Demonstrated activity that has had a favorable impact on parent cooperatives at more than a local, Council, or regional level. This may include, but not be limited to, serving on the PCPI Board of Directors, liaison with other related national organizations, original research, writing or editorial work, or any unique contribution to the parent cooperative movement. Nominee and sponsor are both members of PCPI.

C. Continuing Service Awards

- District Award - All the criteria for a District Award, plus 5 years of continuing work not limited exclusively to a single parent cooperative program after having received a District Award.
- National Award - All the criteria for a National Award, plus 5 years of continuing work at the national level.
- Nominee and sponsor are both members of PCPI.

D. Honorary Life Membership

This award is reserved as a special recognition of exceptional contribution to, or unique involvement in, the parent cooperative movement. The award is not based on years of service nor considered as part of an automatic progression to a higher award. The nominee need not be a member of PCPI, but the sponsor must be a PCPI member.

E. International Award

This award is given for outstanding contribution beyond the North American continent. The nominee need not be a member of PCPI, but the sponsor must be a PCPI member.

F. Certificates of Appreciation

These certificates are to be used to acknowledge contributions to the Parent Cooperative Preschool movement and are available for a fee of \$5 and may be obtained by contacting the Awards Chair.

They may be used to acknowledge a school's anniversary, an individual's or company's unusual gift of goods or services, or other special circumstances.