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VOLUNTEER SERVICE AWARD NOMINATION FORM

SELECTION GUIDELINES

The selection guidelines that may be used at all levels are as follows. The member: **1)** contributed significant service, **2)** has made significant contribution, **3)** promoted the breeds in some manner, **4)** promoted the Club, the Region and/or AHA by volunteering their time, expertise, or resources, and/or **5)** made a unique or creative contribution. If a club or region already has a guideline for selecting recipients, the club or region is encouraged to continue to use that guideline.

CLUB LEVEL AWARDS

The yearly nomination form will be available to clubs in July. This form is to be filled out by anyone in the club who would like to nominate a member for recognition at the club level. Before the form can be passed out to the members to be filled out, the club should decide the following: First, the deadline for returning the form for selection of the recipients (*which should then be put on the form in the space allotted*) and, second, the manner in which the club will select the recipients (*i.e., executive decision, selection committee, etc.*). These decisions are entirely up to the club.

The number of awards per club depends on the number of adult AHA members in that club. If a club has 100 or less, then the club may select one recipient. Should the club have more than 100, the club may select up to two recipients.

After selection of recipients, the club will forward the winning nomination form for each recipient to AHA, either postmarked or faxed by **September 15th**. AHA will distribute letters of congratulation, certificates, and lapel pins to the winners. The certificate will state the club name as well as the name of the recipient.

The clubs will then need to select two nominations to send to the Regional level. These two need not include those of the recipients at the club level, but may include them if deemed appropriate. At the point of nominating a member for the Regional level, the club president (*or whoever has been appointed to handle nominations*) should check the box on the nomination form to indicate a nomination for the Regional level. The deadline to forward nominations to the Regional Director is **August 31st**.

REGIONAL LEVEL AWARDS

Regional Directors, prior to receipt of nominations from clubs, will need to decide how the selection of the two Regional recipients will be made (*i.e., executive decision, selection committee*). They should keep in mind that **A)** most regions will receive, on average, around 30 nominations, and **B)** will have only 45 days to decide on the regional recipients as well as the nominations to be passed on to the National level.

The person(s) in charge of handling this program for each region will need to notify the AHA office of the Regional recipients, postmarked or faxed by **September 30th**. The certificates will state both the

region's number and the recipient's name. Letters of congratulation, a certificate and lapel pin will be given out during a ceremony at the AHA Annual Convention.

The person(s) in charge, having selected the Regional recipients, will then forward their National level nominations to the AHA office, postmarked or faxed by **October 15th**. These nominations can originate from nominations that come from clubs, be the Regional recipients and/or be original nominations suggested by the Regional Director (*or an appointed person*). The Regions may forward up to three nominations and need to check the box at the bottom of all nomination forms designating that the nomination is for the National level.

NATIONAL LEVEL AWARDS

The President of AHA (*or any designated person or persons*), upon receipt of the nomination forms will then make a selection of National level recipients to be awarded at Convention. The number of National recipients is approximately 25. This allows at least one recipient per region, plus any additional that the President or Executive Board of AHA feel are needed. The National recipients will receive their brass and wood plaque and lapel pin at the AHA Annual Convention.

YEARLY AWARD LEVEL DEADLINES

CLUB LEVEL: Deadline to forward nominations for Regional level is **August 31st**. Deadline to forward recipients to AHA is **September 15th**.

REGIONAL LEVEL: Deadline to forward nominations for National level is **October 15th**. Deadline to forward recipients to AHA is **September 30th**.

NATIONAL LEVEL: Deadline to forward nominations to next level is not applicable. Deadline to forward nominations to AHA is **October 15th**.

YEARLY AWARD LEVEL DESCRIPTIONS

CLUB: The Club level recipients receive a congratulation letter, certificate and lapel pin with the stylized AHA logo. To denote recipients at the Club level, the certificate and the pin contain a single horse head from the stylized logo.

REGIONAL: The Regional level recipients receive a congratulation letter, certificate and lapel pin with the stylized AHA logo. To denote recipients at the Regional level, the certificate and pin contain a double horse head from the stylized logo.

NATIONAL: The National level recipients receive a brass and wood plaque and lapel pin, both with the triple horse head from the stylized AHA logo.