

AMERICAN BACKFLOW PREVENTION ASSOCIATION

# AWARDS AND RECOGNITION MANUAL

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## ABPA Awards Program

The primary purpose of the Association's awards program is designed to recognize outstanding individuals, groups, chapters, and outside organizations for extraordinary contributions toward accomplishing the goals of the ABPA in keeping our nations drinking water safe. Whether on the local, state, national or international level, outstanding achievement deserves public recognition. An award is much more than just recognition or a "thank you". It serves as an inspiration to members and non-members alike, to other Chapters in the Association, and to the community at large. A well administered awards program increases the effectiveness of the Association by bringing successful projects and programs to the attention of all.

With over 3,000 members it is difficult for awards committees to know about the great work of every individual and organization. We depend on members to step forward and nominate co-works and organizations that deserve recognition.

Each year, individual members and Chapters have an opportunity to compete for Association Awards. This manual will assist you and your Chapter in preparing for and submitting to the Awards Committee an application for consideration.

If you are aware of someone or someplace that fits the criteria of one or more Association awards please complete and submit the appropriate applications. This manual includes award applications, deadlines, and submission information. **Please note that award application deadlines fall on April 1 of each year and all submittals shall be submitted electronically.**

## Introduction

Receiving an ABPA award honors the commitment and dedication by your members and your Chapter. Participating in the awards process strengthens the Association by recognizing extraordinary contributions and encouraging other members to do the same. A strong awards program is also an important element in creating an organizational history- a legacy for future generations of ABPA members. The true reward will be the valuable experience gained by submitting an entry.

ABPA Awards are divided into Three (3) categories:

### National Awards

- Meritorious Service Award
- Gold Eagle Award
- Safe Drinking Water Industry Award
- Director of the Year Award
- Committee Chairperson of the Year Award

### Chapter Awards

- Presidential Award for Chapter excellence (PACE)

### Membership Awards

- Backflow Tester Award
- Outstanding Backflow Prevention Assembly Tester Award
- Certificate of Appreciation from the International President

## General Rules of Individual Competition

1. For ABPA Awards Competition, all materials (including entry forms and resumes) must be submitted electronically **before 12:00 midnight, April 1st, there will be no exceptions.** The appropriate information must accompany the entries or they will not be judged. No hard copies will be accepted.
2. Chapters may enter as many participants as they wish per individual member competition.
3. Individual activities for the previous calendar year (April 1<sup>st</sup> to May 31<sup>st</sup>) will be eligible for submittal.
4. All entrants must be a current full member prior to being eligible to enter any competition.
5. Any Chapter that is on the National Association delinquency list shall be ineligible to receive awards or have competitors in any of the competitions until such time as they are brought current.
6. To compete in an Individual Competition, the applicant must meet all qualifications of the particular competition.
7. There will be a minimum of three (3) judges and no more than six (6) per competition.
8. No competitor shall judge another competition during the same convention.
9. Once you have created your nomination in a pdf format, which is preferred or these formats are accepted as well .doc; ppt; txt; gif; jpeg; jpg; mpg, you will be ready to send your nomination form.

## Presentation Ceremony

The Awards Committee Chair coordinates and schedules all awards presentations and announcements. ABPA Awards are presented during the ABPA International Education Conference & Trade Show. Some awards may be presented during the Monday Luncheon while others are presented during the Annual Awards Banquet.

Awards are presented in a dignified manner and setting.

Ceremonies may vary from year to year, at the discretion of the incoming ABPA International President. It is recommended that:

1. The recipients are presented to the presiding officer by the chair of the Awards Committee with the ABPA Awards chair reading the citation in whole or in part.
2. The purpose of the award is stated in presenting a winner.
3. Acceptance speeches are only allowed by the Meritorious Service Award Recipient. All other award recipients are not allowed to give acceptance speeches.

# Meritorious Service Award

**Purpose** The Meritorious Service Award was established by the ABPA in 1985 to recognize members whose sustained and longstanding service to the American Backflow Prevention Association is at a level far above their contemporaries.

**Eligibility** The recipient must have been actively involved in most aspects of backflow prevention and cross-connection control for a minimum of fifteen years. This must include one of the listed categories in their field, AND one or more additional categories:

- Administer cross connection control programs.
- Providing training, instruction in cross-connection control and backflow prevention.
- Install, repair and/or test of backflow prevention devices and assemblies.
- Work in public health or for a regulatory agency dealing with backflow prevention.
- Manufacture or supply backflow prevention equipment, parts, etc.
- Design and/or approve plumbing and construction plans and specifications relating to backflow prevention.
- Involved in legislative aspects of backflow prevention and cross-connection control with Boards, Councils, and other elected or appointed officials.

AND ONE OR MORE OF THE FOLLOWING:

- Actively participate in the Association as a committee member or officer.
- Actively participate in a similar group or organization that promotes cross connection control and backflow prevention.

Previous recipients are not eligible for consideration for this award.

The nominee should currently be involved in some aspect of cross-connection control and backflow prevention.

## **Nomination Process**

Nominations may be made by an ABPA chapter, individual ABPA members, community organization, or public agency. Documentation or verifiable evidence of both professional recognition and community leadership must be included in the nomination form.

Send the completed nomination electronically to the National Office.

## **Deadline**

April 1 of the award (electronic submittals only)

## **Selection**

Nominations will be forwarded to the Meritorious Service Award Subcommittee, consisting of the five most recent award recipients and two

Executive Committee members to be selected by the sub-committee Chair. The sub-committee Chair shall be the fifth most recent recipient. If this person is unable to serve, the remaining sub-committee members will select the Chair.

**Presentation**

The award will be presented to the recipient by the previous award recipient, at the Awards Banquet Ceremony during ABPA's International Education Conference & Trade Show.

## Gold Eagle Award

- Purpose** The Gold Eagle Award was started in 1998 to recognize specific individuals for their contributions to the American Backflow Prevention Association.
- Eligibility** All current members of the Association are eligible. Previous recipients of this award are eligible for consideration.
- Selection** The Gold Eagle Award is presented by the International President of ABPA and identifies individuals who have gone above and beyond the call of duty in representing the membership for the Association.
- Presentation** The winner is presented with a plaque and a gold eagle lapel pin at the Awards Banquet Ceremony during ABPA's International Education Conference & Trade Show and featured in the *ABPA News* magazine.

# Safe Drinking Water Industry Award

<b>Purpose</b>	This award is presented to an Association or organization that has actively promoted the goals and objectives of the American Backflow Prevention Association in protecting the public drinking water supply.
<b>Eligibility</b>	Associations and organizations that actively support and promote the American Backflow Prevention Association.
<b>Nomination Process</b>	Nominations may be submitted by any member in good standing to the International President of ABPA. Information required for the nomination: <ul style="list-style-type: none"><li>• Name of organization.</li><li>• Description of the nominee’s activities that promote the goals and objectives of the Association.</li><li>• Supporting documentation (if applicable)</li></ul>
<b>Deadline</b>	April 1 of the award (electronic submittals only)
<b>Selection</b>	This award is given at the discretion of the International President of ABPA, who will review all nominations to determine if the award is merited based on the established criteria.
<b>Presentation</b>	Award(s) will be presented at the Awards Banquet Ceremony during ABPA’s International Education Conference & Trade Show.

# Director of the Year Award

<b>Purpose</b>	This award is presented to a Region Director who has demonstrated outstanding leadership and has actively promoted the goals and objectives of their region and the American Backflow Prevention Association.
<b>Eligibility</b>	All Regional Directors are eligible for nomination.
<b>Nomination Process</b>	<p>Nominations may be submitted by any member in good standing to the International President of ABPA.</p> <p>Information required for the nomination:</p> <ul style="list-style-type: none"><li>• Name of nominee.</li><li>• Description of the nominee's activities that promote the goals and objectives of the Association.</li><li>• Supporting documentation (if applicable)</li></ul>
<b>Deadline</b>	April 1 of the award (electronic submittals only)
<b>Selection</b>	This award is given at the discretion of the International President of ABPA, who will review all nominations to determine if the award is merited based on the established criteria.
<b>Presentation</b>	Award(s) will be presented at the Awards Banquet Ceremony during ABPA's International Education Conference & Trade Show.

# Committee Chairperson of the Year Award

<b>Purpose</b>	This award is presented to the Chairperson who has excelled within their committee and expanded the contributions of their committee to the Association. This person has actively promoted the goals and objectives of the American Backflow Prevention Association.
<b>Eligibility</b>	All Committee Chairpersons are eligible for nomination.
<b>Nomination Process</b>	Nominations may be submitted by any member in good standing to the International President of ABPA. Information required for the nomination: <ul style="list-style-type: none"><li>• Name of nominee.</li><li>• Description of the nominee's activities that promote the goals and objectives of the Association.</li><li>• Supporting documentation (if applicable)</li></ul>
<b>Deadline</b>	April 1 of the award (electronic submittals only)
<b>Selection</b>	This award is given at the discretion of the International President of ABPA, who will review all nominations to determine if the award is merited based on the established criteria.
<b>Presentation</b>	Award(s) will be presented at the Awards Banquet Ceremony during ABPA's International Education Conference & Trade Show.

# Presidential Award for Chapter Excellence (PACE)

**Purpose** The PACE recognizes individual Chapters for their positive impact on their membership, their profession and their community. The purpose of this award is to recognize all Chapters that demonstrate this accomplishment within a given year. Each Chapter in the American Backflow Prevention Association is eligible to submit a nomination for consideration.

**Eligibility** There are four categories in which the Chapter is evaluated. Each category has specific goals that will be used to judge the Chapter's programs and service to the membership and the community. A Chapter that shows significant progress in each of the different categories will be eligible for the award. All Chapters regardless of size are strongly encouraged to submit for this award.

## Membership

- Net membership gain/retention
- Membership recruitment activities
- Evidence of innovative membership development regardless of whether net growth has occurred

## Service to Chapter Members

- Number of members attending meetings
- Workshops or professional development programs
- Chapter Newsletter
- Chapter Awards/Recognition Programs
- Chapter to Chapter Outreach (defined as successful programs that can be applied to other Chapters)

## Service to the Community

- Educational Outreach Programs:
  - Water Education Programs
  - Public Displays
  - School Presentations
  - Service Club Presentations
  - Other
- Publications:
  - Production of Pamphlets or Public Information Pieces
  - Radio Spots/Public Information Presentations
  - Video/Television Presentations
  - Environmental Enhancement
  - Adopt-a Highway Programs
  - Earth Day Clean-up Programs
  - Water Week

#### Service to the Association

- Partnerships with other Organizations
- Submit Newsletter Articles to International Headquarters
- Submit Chapter Reports to Regional Director and International Headquarters

#### **Nomination Process**

Any ABPA Chapter may submit a nomination for the PACE if the eligibility requirements of award nominations have been met. The submittal should address each of the categories and the goals in the order shown above. It will be incumbent upon the Chapter to provide adequate supporting information that illustrates it has met the criteria or if the goal was not met, what will be done to meet the goal in the future.

The nomination will cover the time period of April 30 through April 1. A chapter should only submit the nomination, cover letter and best practices.

#### **Deadline**

April 1 of the award (electronic submittals only)

#### **Selection**

The Awards Committee is responsible for selecting all PACE recipients.

#### **Presentation**

A plaque is presented to a Chapter representative at the Awards Banquet Ceremony during ABPA's International Education Conference & Trade Show. Winning Chapters are featured in the *ABPA News Magazine*.

# Outstanding Backflow Prevention Assembly Testers Award

- Purpose** This award recognizes individuals who have been confirmed by their peers to be at the top of their profession.
- Eligibility** Nominees must be an ABPA member in good standing for at least one year, and shall have been involved in testing backflow prevention assemblies for at least the 3 previous years. Certification as a backflow prevention assembly tester by one of the following entities is required:
- American Backflow Prevention Association
  - American Water Works Association
  - Or a recognized agency
- Nomination Process** The tester's portfolio will consist of three parts- a resume, letters of recommendation, and substantiating materials. The testers resume should be in a standard business format with a maximum of two pages. It must include basic personal, educational, and professional/employment information along with the testers ABPA accomplishments, contributions and activities. This information should only be from tester's date of joining ABPA. Three to five letters of recommendation including the letter from the Chapter President. In addition, substantiating materials of up to ten (10) pages will be allowed. The entire portfolio shall not exceed 15 pages and shall be submitted electronically to the National Office. Chapters may submit more than one portfolio in a given year.
- Deadline** April 1 of the award (electronic submittals only)
- Presentation** Award(s) will be presented at the Awards Banquet Ceremony during ABPA's International Education Conference.

# Certificate of Appreciation from the International President

**Purpose** To provide the International President a means of expressing appreciation to member(s) who have provided service to the Association.

**Eligibility** Any member who has served the Association in a volunteer capacity, or any individual who meets the criteria below.

Nominees must be an ABPA member in good standing for at least one year, and shall have served the Association in a significant way in a volunteer capacity.

Examples of such service:

- Chapter or region member volunteering above and beyond
- Chapter Officer
- Outgoing member of a Chapter Board of Directors
- Outstanding committee work

**Nomination Process** Nominations may be submitted by any member in good standing to the International President of ABPA.

Information required for the nomination:

- Name of nominee.
- Description of the nominee's activities that promote the goals and objectives of the Association.
- Supporting documentation (if applicable)

**Deadline** April 1 of the award (electronic submittals only)

**Presentation** Award(s) will be presented at the Awards Banquet Ceremony during ABPA's International Education Conference.