

POLICIES AND PROCEDURES

POLICY NUMBER: 01-01
SUBJECT: AWARDS
EFFECTIVE DATE: June 23, 2001
REVISION DATES: September 19, 2001, January 18, 2003, April 12, 2005
APPROVED BY: CWEA Board of Directors

BACKGROUND:

It is the policy of the CWEA Board that the CWEA Awards shall be given annually at the Local Section Level during Local Section Awards Banquets. State Awards shall be given at the CWEA Annual Conference. It is the intent of the policy that the process shall be consistent and shall preserve the credibility and value of the program, and ensure equity for all participants.

POLICY

1. Each committee shall develop standards and criteria for any new proposed awards. Each award shall require CWEA membership and, if applicable, certification of the requisite number of years for the nominee. If an award is for an agency or company, one person from the agency/company must be a member of CWEA. The Membership and External Relations (MER) Board Committee shall review any new awards and then the CWEA Board of Directors shall approve.
2. The Membership and External Relations (MER) Board Committee has developed and shall review annually, standards and criteria for on-site visits and interviews (e.g establishing the number of judges; ensuring that the same judges visit all the nominees for the same category of CWEA State Awards, where visits are made, and use the same interview questions; and ensuring that the same amount of time per visit/interview is allotted for all nominees in the same category of CWEA State Awards where interviews are conducted)

The standards and criteria are as follows:

- a) Require that a minimum of three (3) and a maximum of five (5) judges participate in each inspection.
- b) Require that all judges visit all locations within the same category of award. (If any judge cannot participate at one location, that judge's review comments would be excluded from consideration for any other nominees in that category.)

- c) Require that each inspection be a minimum of two (2) and a maximum of three (3) hours in length.
 - d) Require that a minimum of three (3) and a maximum of five (5) judges participate in each telephone interview.
 - e) Require that all judges participate in the telephone interviews of all nominees within the same category of award. If any judge cannot participate for one interview, that judge's review comments would be excluded from consideration for any other nominees in that category.)
 - f) Require that each telephone interview shall be a minimum of thirty minutes and a maximum of sixty (60) minutes in length and all interviewees shall be given the same amount of time.
 - g) Require that the committees conducting inspections and telephone interviews have standard questionnaires/areas to cover and that all questions are used for each inspection or interview. (This would be in addition to the current judging form.)
3. All winners and non-winners shall be notified in writing of their award status three weeks prior to the Annual Conference. Sample letters are attached.
 4. Winners shall not be permitted to compete for the same award in the year immediately following except for project-based awards in the categories of Public Education, Engineering and Research and Gimmicks and Gadgets.
 5. Whenever possible, winners shall become part of the judging structure for awards in the year following receipt of the award.
 6. Local Sections are prohibited from having Local Section-only awards for the same categories and size distinctions (e.g. Plant of the Year Small, Medium & Large) as those that are part of the CWEA State Awards Program.
 7. While creativity in developing unique Local Section awards is not discouraged, to protect the credibility of the program and ensure legal compliance, MER shall periodically review Local Section special awards to protect the credibility of the program and to ensure legal compliance.
 8. The time period for each award review and judgement shall be the CWEA fiscal year – July 1 to June 30.
 9. No Local Sections shall prepare or promote Award nominations, using any form other than the final CWEA award packet which shall be completed by the end of the first week of June each year. The State Forms shall be used for all nominations at the Local Section and State Level for all applying for state categories.

10. Second and third place winners shall be recognized with paper certificates at the respective committee breakfasts.
11. On-site reviews and interviews shall be limited to the top 3 nominees who meet all the award criteria.
12. All State Award Nominations are due, postmarked into CWEA office by the second Friday in January. Applicants shall be required to meet all requirements of the award. Those who do not meet the basic requirements, shall receive their returned award packet from the CWEA staff with a letter notifying the the applicant that the award application will not be considered for the award.
13. The standard template for all award applications and judging shall be reviewed annually by CWEA's MER Committee, and CWEA staff.
14. CWEA Standing Committees shall submit all proposed changes for their award categories by March 1 each year. Staff shall review and modify all the forms for distribution by June 30. MER shall review any major changes.