

American Association of Family & Consumer Sciences

Leader Award Guidelines

Governing Statements for All Categories of Awards

- *All policies, procedures, and guidelines must be followed in order for the nomination to be considered for juried review for the award.*
- *Applicants are allowed to submit to only one award, grant, fellowship, or scholarship per year review cycle.*
- *The Awards and Recognition Committee reserves the right not to choose a recipient for an award, grant, fellowship, or scholarship if jurors do not find a worthy applicant.*
- *Recipients of the AAFCS Leader Award are not eligible for repeated recognition.*
- *Members of the AAFCS Board of Directors or Awards and Recognition Committee are not eligible to apply during their terms of office; AAFCS staff members are not eligible to apply during their periods of employment with the Association.*

The Leader Award was introduced as a part of the Association's 75th Anniversary observance in 1984 when it was established to identify and honor family and consumer sciences professionals who have made significant contributions to the field through their involvement with AAFCS.

Anyone chosen to receive the Leader Award will receive an engraved memento and a commemorative pin, which will be presented at the AAFCS Annual Conference & Expo. The recipient's name will be reported in AAFCS print and online communications.

Eligibility

Any AAFCS professional member who has earned a family and consumer sciences degree, who has been a member of AAFCS for at least two consecutive years prior to the nomination, and has completed more than eight (8) years of service to the field is eligible to receive this award. Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible for nomination during their terms of office. AAFCS staff members are not eligible for nomination during their periods of employment with the Association. AAFCS members can only receive the Leader Award once.

The award will be presented when qualified nominees are identified but to no more than ten (10) recipients per year. The recipient must receive an average score of eighty points or more of the 100 points allowed.

Nomination Process

Nominations must be made by a sanctioned entity of the Association (such as an affiliate, community, committee, or unit, etc.) **The nominee is permitted to participate in preparing the nomination materials.**

To nominate an AAFCS member for the 2018 Leader Award, complete two steps by **the second Monday in January**.

Step 1 – Read the AAFCS Leader Award Guidelines.

Step 2 – Complete the following (A-D) and submit them in PDF form and JPG as requested, to awards@aafcs.org **by the second Monday in January**.

- A. Submit a signed letter of nomination from the affiliate president or national chair/leader of the nominating group that describes what makes the nominee outstanding. (scan, if necessary, and convert to a pdf).
- B. Curriculum vitae/resume: Three (3) page maximum, single-spaced, may use bullet form, with one-inch margins and 12-point regular sans-serif font (Arial, Tahoma, and Helvetica are some examples of sans-serif fonts), and in PDF format that has been updated within the past year. **FAILURE TO FOLLOW THIS STEP AS INDICATED HEREIN WILL RESULT IN INELIGIBILITY.**
- C. Maximum of six (6) pages of supporting materials (may include brochures; programs; photographs; newsletters; newspaper, magazine, and journal articles; complete bibliographical citations; and other relevant supporting material) that address each of the evaluation criteria listed in the guidelines (scan, if necessary, and convert to PDF). **FAILURE TO FOLLOW THIS STEP AS INDICATED HEREIN WILL RESULT IN INELIGIBILITY.**
- D. **Photo of candidate:** A photograph of the candidate is requested and submission of a photograph provides AAFCS with permission to use the photography for publicity purposes. Provide photo in JPG format.

- **Submit the attachments described in A-C in PDF format, and D as a JPG image.**
- **Please submit materials in the order requested. Please use headings to identify content. All materials must be submitted must be in English.**
- **Send all required materials to awards@aafcs.org by the second Monday in January.**
- **Please keep a copy of all materials submitted to AAFCS; materials will not be returned to the nominee.**

Review Process

Jurors selected by the AAFCS Awards and Recognition Committee review the nominations and assign points using the Evaluation Criteria (see section titled *Evaluation Criteria*). Individuals who are nominated for the AAFCS Leader Award and those who nominate or write a letter of recommendation for a current nominee cannot serve as jurors for this award. Additionally, jurors cannot judge nominations from family members, their current students, students at their own institution, nominees who have the same employer, or any nominee for whom there may be a potential conflict of interest. An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period of time in which his or her own nomination or application is being judged.

Award recipients will be announced in the spring of the year awarded. The Awards and Recognition Committee will do everything in its power to contact all the applicants to notify outcome of submission, however, if you have not been contacted by the end of April, it is safe to assume that you are not one of the awardees.

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LEADER AWARD

Evaluation Criteria

Nominations will be evaluated using the point system outlined below and can be awarded no more than 100 points. Guidelines as to what jurors may consider for each criterion are listed for clarity in preparing the nomination and consistency in judging nominations.

Evaluation Criteria	Points Possible	Points Awarded
Has served the Association and the profession through participation in local, school, community, district, affiliate, national and or international, and affiliate programs of AAFCS and/or other family and consumer sciences groups or agencies. Service is demonstrated, by holding office, serving on committees, participating in affiliate annual conferences, or being involved in AAFCS Leadership Council or AAFCS Community, or committee activities within the past ten years.	20	_____
Is currently an outstanding professional in a traditional or non-traditional family and consumer sciences career.	15	_____
Has been an advocate who influenced the direction of some aspect of the Association or the profession.	15	_____
Has developed a professional reputation regionally, nationally, and/or internationally.	15	_____
Has conducted, participated in, or applied research that has contributed to the family and consumer sciences knowledge base; to the development of new products, equipment, techniques, or skills; or to the advancement or enhancement of existing programs.	10	_____
Has a publication or scholarship record that reflects a significant level of professional responsibility (such as having written books, curriculum modules, or articles that have appeared in major magazines, professional journals, or other publications).	10	_____
Has worked cooperatively as well as effectively with agencies and groups outside the family and consumer sciences community.	10	_____
As of the due date of the nomination form, nominee holds AAFCS credential(s)** in family and consumer sciences:	5	_____
<ul style="list-style-type: none"> • Certified in Family and Consumer Sciences (CFCS), • Certified in Human Development and Family Studies (CFCS-HDFS), • Certified in Hospitality, Nutrition and Food Science (CFCS-HNFS), and/or • Certified in Family and Consumer Sciences, Retired (CFCS, Retired). • Certified Personal and Family Finance Educator (CPFFE) • Certified Consumer Nutrition and Wellness Educator (CNWE) 		
TOTAL	100	_____

**No extra points are awarded if applicant holds more than one credential.

Recommend for award? Yes No

Comments to be shared with other jurors: _____

Comments to be shared with nominee: _____

Signature of Juror: _____

Date: _____