

American Association of Family & Consumer Sciences

Wiley-Berger Award for Volunteer Service

2018 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.*
- *A graduate fellowship and/or scholarship recipient cannot re-apply for any graduate fellowship or scholarship the succeeding year following acceptance of funds from a graduate fellowship or scholarship.*
- *Members of the AAFCS Board of Directors and 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.*

Established in 1989 in memory of Virginians David R. Wiley and David Reid Berger and his wife, Agnes Miller Berger, the Wiley-Berger Award for Volunteer Service recognizes outstanding volunteer efforts to improve the public well-being. The award is co-sponsored by the Wiley-Berger Award for Volunteer Service Fund and the American Association of Family & Consumer Sciences (AAFCS).

The recipient of the Wiley-Berger Award for Volunteer Service will receive an engraved plaque and a \$2,500 check. The recipient's name will be reported in AAFCS print and online communications. Also, the honoree will receive up to \$1,000 of support for one year of AAFCS membership and participation in the AAFCS Annual Conference & Exposition, where the award will be presented.

Eligibility

Any AAFCS member with an outstanding record of volunteer service is eligible to receive this award. Members of the AAFCS Board of Directors and 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. Former recipients of the AAFCS Wiley-Berger Award for Volunteer Service are also ineligible. The award will be presented when a qualified nominee is identified but to no more than one recipient per odd numbered year. (*The AAFCS Board of Directors authorized the awarding the Wiley-Berger award in 2018*).

Nomination Package

Nominations may be made by an AAFCS member including self nominations, a sanctioned entity of the Association (such as an affiliate, community, council, committee, or unit), or a community service organization. It is expected that the nominee will participate in preparing the nomination materials.

To nominate an AAFCS member for the 2018 Wiley-Berger Award for Volunteer Service, complete three steps by **January 8, 2018**:

Step 1 – Read the 2018 AAFCS Wiley-Berger Award for Volunteer Service Guidelines in their entirety.

Step 2 – Complete and submit the online form for the 2018 AAFCS Wiley-Berger Award for Volunteer Service.

Step 3 – Submit the following (A-C) by January 8, 2018 or earlier to awards@aafcs.org as one single PDF document.

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- A. **Narrative Response:** Choose to respond to either “Consistent Volunteer Service” or “Special Project” as outlined below. Only one narrative response will be accepted. **The narrative response must not exceed two single-spaced pages with one-inch margins and 12-point regular sans-serif font (Arial, Tahoma, and Helvetica are some examples of sans-serif fonts).**

FAILURE TO FOLLOW THE FORMATTING REQUIREMENTS WILL RESULT IN INELIGIBILITY.

Consistent Volunteer Service: Explain how the nominee has contributed to the community through **consistent volunteer service** over the preceding five (5) years. Please address each of the following seven (7) areas:

1. Community demographics.
2. Extent and diversity of volunteer activity.
3. Level of responsibility in volunteer activity.
4. Application of family and consumer sciences knowledge.
5. Number of individuals or groups served.
6. Total number of years of volunteer service.
7. Impact of the nominee’s volunteer service on the community.

OR

Special Project: Describe the situation or problem in a community for which a **special project** was organized. Please address each of the following seven (7) areas:

1. Situation or problem; pertinence and timeliness of program for community served; barriers or program constraints.
2. Community demographics.
3. Organization(s) for which the project was implemented and total number of hours of involvement.
4. Project funding to include source, amount, origin, and status.
5. Application of family and consumer sciences knowledge.
6. Evidence that goals and objectives of program have been met or are being met.
7. Impact of the nominee’s volunteer service on the community or population(s) served.

- B. **Four (4) letters of support (maximum of two (2) pages per letter)** Letters should include the category of letter (community agency representative, community representative, recipient of nominee’s volunteer service, or AAFCS affiliate officer) and full contact information for the letter writer. Each letter should give evidence of the impact and importance of the volunteer service of the nominee and come from one of the following sources:

- Community agency representative
- Community representative
- Recipient of nominee’s volunteer service
- AAFCS affiliate officer

- C. **Maximum of three (3) pages of other information may be included** (relevant handouts, website URLs, newspaper articles, photographs, and other pertinent materials) that address each of the evaluation criteria listed in the guidelines.

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Submit the materials from Step 3, A-C as a single PDF document to awards@aafcs.org.

Please keep a copy of all materials submitted to AAFCS; materials will not be returned to nominees.

Review Process

Jurors selected by the AAFCS Awards and Recognition Committee review the nominations online and assign points using the Evaluation Criteria (see section titled *Evaluation Criteria*). Individuals who are nominated for the 2018 AAFCS Wiley-Berger Award for Volunteer Service 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.

The award recipient will be announced in the spring of the year awarded.

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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
Program (Nomination packages will be evaluated either with the criteria listed under <i>Consistent Volunteer Service</i> OR with the criteria listed under <i>Special Project</i> depending on the information submitted). A. Consistent Volunteer Service <ul style="list-style-type: none">Length of volunteer activity (number of years)Application of family and consumer sciences knowledgeNumber of individuals or groups servedLevel of responsibilityExtent and diversity of volunteer experience over preceding 5-year period B. Special Project <ul style="list-style-type: none">Clear statement of goals of programApplication of family and consumer sciences knowledgePertinence and timeliness of program for community it servesEvidence that goals and objectives of program are being metDocumentation of program creativity/innovation	45	_____
Impact of Work <ul style="list-style-type: none">Demonstrated impact on situation, problem, or organizationFeedback and support from communityFeedback and support from target groupProfessional commitmentRole model as a family and consumer sciences professional/volunteer	50	_____
As of due date of nomination form, nominee holds one or more AAFCS credential(s): 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),Certified Personal and Family Finance Educator (CPFFE)Certified Nutrition and Wellness Educator (CNWE), and/orCertified in Family and Consumer Sciences, Retired (CFCS, Retired).		_____
TOTAL POSSIBLE	100	_____

[†]Partial points are not awarded for credentials.

Recommend for award? _____ Yes _____ No

Comments to be shared with other jurors:

Comments to be shared with nominee:

Signature of Juror: _____

Date: _____