

Chapter Awards Nominations

Deadline – April 26, 2013

The deadline for submitting award nominations is 45 days prior to the RA to better facilitate the award selection process and to allow enough time for award gifts to be ordered and received. Deadline - Friday, April 26.

All award nominations must be typed when submitted. Nomination forms are available from the TSEA office and can be sent to you via email. They were also provided to chapter leaders in the Leadership University 2012 Handbook.

Information for awards submitted by chapters is below:

Gems of Excellence

The TSEA Gems of Excellence was created and designed to encourage chapter visibility, growth, and participation. Each chapter can begin working toward the achievement of the award immediately following each Representative Assembly.

Award levels: Ruby, Sapphire, Diamond

Instructions:

1. Each Chapter must complete a Letter Of Intent and mail it to the TSEA office - Attention Linda Darden.
2. The Chapter must complete the necessary requirements for the certification level desired by chapter membership. (All submitted information must be typed, no handwritten materials.)

Chapter Membership Award

The TSEA Chapter Membership Award was created to encourage chapters to develop and participate as a chapter in recruitment and retention of members. The achievement produced by recruitment activities helps build strength for both the chapter and the Association.

For May 1, 2012 to April 30, 2013 and Following Years:

This award will be given annually to the three (3) chapters with the greatest percentage membership growth as determined by membership categories, which are based on total members within the chapter. Winner determination is based on membership growth from May 1 to April 30 of each year. These awards will be presented annually at the Representative Assembly, beginning RA 2013.

Cora Redmond Award

The Cora Redmond award is a time-honored TSEA tradition, which commemorates the contributions of a dedicated state employee and loyal TSEA member. Ms. Redmond was a very special lady who knew that recruitment is vital to a membership

organization and wanted all employees to enjoy the benefits of belonging to the organization to which she gave her wholehearted support.

Judging: Cora Redmond award recipients will be based on recruitment records maintained by TSEA headquarters.

Humanitarian Award

Many TSEA members dedicate a significant portion of their personal time in efforts to assist and improve the lives of others in their community. This award was created to honor TSEA members who have gone above and beyond the call of duty to make a difference in the community for others. The statewide winner of this award will be announced at the annual Representative Assembly and presented with a plaque.

Nominations for this award are limited to those persons (excluding members of the administration appointed by the Governor, legislature or TSEA Staff) who have demonstrated a continuing effort to make a difference for other people in the community through outstanding service. TSEA work should not be excluded but will not be considered the primary focus of this award.

Any chapter that wishes to participate may accept nominations for a chapter humanitarian award and present the chapter winner with a certificate. Only one nomination may be submitted by the chapter per year. Nominations must be submitted to the Awards and RA Planning Committee Chairperson, c/o Linda Darden, no later than forty-five (45) days prior to the convening of the RA. If this date falls on a weekend or holiday, the next working day will be the deadline.

Judging: The Awards Committee will consider all nominations that are submitted on the authorized nomination form and otherwise documented. Provisions will be made whereas the committee members will not know the name of the nominees to ensure that judging will be based on merit.

Newsletter Award

The TSEA Newsletter Award was created to encourage chapters to develop effective and timely communications with all chapter members. The Newsletter Award will be judged on appearance (20%), Chapter Information (40%), and Content (40%)

The deadline for submitting an entry for the annual newsletter award will be forty-five (45) days prior to the convening of the RA. If this date falls on a weekend or holiday, the next working day will be the deadline. The chapter that wins this award will be announced at the annual Representative Assembly and presented with a Newsletter Award to be displayed until it is successfully won by another chapter.

Guidelines for TSEA Annual Newsletter Competition:

1. The chapter must produce at least two newsletters during the fiscal year of the

competition, which begins April 1 and continues through March 31 of the following year for judging purposes.

2. The newsletter must be in newsletter format, not just a flyer.
3. The newsletter must announce the chapter's next meeting.
4. The newsletter must list a designated contact person whom members can write or call.
5. The contact person may be a chapter officer, the newsletter editor or another chapter member. The newsletter may list chapter officers.
6. The newsletter must include at least two "articles." "Articles" are defined as pieces of writing that contains at least 2 paragraphs on a single subject.
7. The newsletter must include either a title of the newsletter or the chapter's name for identification.
8. The contest will be judged on a single issue of the newsletter. Chapters will decide which issue to submit.
9. The newsletter must include the TSEA headquarters as a return address: Tennessee State Employees Association, 627 Woodland St., Nashville, TN 37206.
10. The newsletter must be produced and distributed during the fiscal year of the competition, beginning on April 1 and continuing through March 31.
11. The newsletter must be mailed to every member of the chapter.
12. The newsletter must include some kind of date. This could be monthly, quarterly, or biannually: "May 20__" or "Fall 20__."
13. Only newsletters that are actually produced by the chapter are eligible to compete.

Chapters can have the TSEA staff make changes or help produce the newsletter if desired. However, only those newsletters produced entirely by chapters are eligible. Newsletters printed at the TSEA office will be printed exactly as received. The chapter is fully responsible for proofreading, copy-editing and fact-checking their newsletters.

14. Each chapter competing must submit an entry form to be provided by TSEA and at least 6 copies of the issue submitted. The entry form and the newsletter issues must be received in the TSEA office, c/o Linda Darden, forty-five (45) days prior to the convening of the RA. If this date falls on a weekend or holiday, the next working day will be the deadline, for judging purposes. (TSEA keeps copies of all newsletters printed on file.)

Judging:

1. Appearance – The creativity, neatness, readability and attractiveness of the design. This Category makes up 20% of the score, or 20 points out of 100.
2. Chapter information – This may include, but is not limited to, information such as a return address, a list of chapter officers, worksite representatives, field representatives, legislators, calendar of upcoming events, contact

telephone numbers, TSEA's toll-free number. This category makes up 20%, or 20 points.

3. Content – How informative the newsletter is and the impact it makes. Does it address any issues, such as encouraging members to vote, write to legislators, participate in chapter events, support TSEA legislation? This category also includes feature articles, such as a chapter president's column or other lighter topics. This category makes up 60%, or 60 points.

Chapter Outstanding Member Recognition

In recognition of the fact that many members of the Tennessee State Employees Association contribute on a continuing basis to the strength and growth of their association we would like to publicly thank these members in the Co-Worker and in a special recognition document that will be included in the Representative Assembly delegate packets and in the Annual Awards Ceremony program. Each chapter may nominate an outstanding member by submitting the attached form to the Awards and RA Planning Committee, c/o Linda Darden, forty-five (45) days prior to the convening of the RA. If this date falls on a weekend or holiday, the next working day will be the deadline.

Guidelines:

1. The nominee must be a current member of the chapter submitting the nomination.
2. The nominee will not be the Chapter President or a member of the State Board of Directors. (amended 6/3/11)
3. The nominee should contribute to the chapter in a wide range of the various aspects of building a strong chapter and promoting the Association.

Suggestions:

The following are some activities that may be considered in making your selection of an Outstanding Member.

- Attends chapter meetings
- Participates in chapter committees
- Volunteers to work on the chapter phone tree
- Makes contacts with legislators
- Assist other members with problems
- Recruits new members
- Volunteers to assist with chapter programs
- Volunteers to assist with chapter meeting sites & refreshments
- Volunteers to assist with chapter fundraisers
- Volunteers to assist with chapter community service projects and public relations activities
- Is a worksite representative
- Works to support endorsed candidates for office
- Serves on a state committee
- Attends Lobby Day
- Attends the Representative Assembly

Hall of Fame Award

This award is dedicated to those members who have over the years given above and beyond the ordinary to promote and build the Tennessee State Employees Association. Their dedicated leadership, recruitment, grassroots lobbying and organizing efforts, along with their expertise in various areas of state government has provide the Association with a legacy of excellence.

Criteria for Nominations:

1. A member in good standing must make the nomination in writing to the chapter in which they hold membership.
2. The nominee may be an active, retired or deceased member.
3. The nominee must be or have been an active member in good standing.
4. The nomination must be typed and include a statement of the nominees' qualifications.
5. The chapter must approve the nomination at a regular chapter meeting prior to submission to the Awards and RA Planning Committee.

Statement of Qualifications:

1. The typed nomination must include the nominee's name and chapter.
2. Identify the nominee's achievements, accomplishments, contributions, leadership and length of membership in the Tennessee State Employees Association.
3. Identify the length of service with the State of Tennessee and the department(s) in which the nominee worked.

Chapter Responsibilities:

1. Only one nomination per chapter will be allowed per year.
2. The chapter agrees to pay the cost of one 5 x 7 plaque. This plaque will be presented to the nominee at the annual RA.
3. Accuracy of the information submitted is the chapter's responsibility.
4. The nomination must be received by the Awards and RA Planning Committee forty-five (45) days prior to the convening of the RA. If this date falls on a weekend or holiday, the next working day will be the deadline.

All material submitted in support of a nominee becomes the property of the Tennessee State Employees Association and cannot be returned.

The Tennessee State Employees Association will add the member's name, chapter affiliation and date of induction to the Hall of Fame Plaque that will be displayed at the TSEA office.

Rising Star Award

This award would give special recognition to up and coming chapter leaders as identified and nominated by their chapter.

Criteria for Nomination:

The nominee must have one (1) to three (3) years of active participation in TSEA to include attendance at statewide events such as Lobby Day, Representative Assembly, Leadership University and/or State Board meetings.

There would be one (1) nomination per chapter.

Mail/Fax ALL nominations to:

Tennessee State Employees Association
Awards & RA Planning Committee
C/O Linda Darden
627 Woodland Street, Nashville, TN 37206
(Fax) 615-242-6329