

## Region 1, ASSP

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## Awards and Recognition Update – Just Some Things to Think About

### Fall ROC 2019

#### Introduction

Most Chapters in Region 1 do a fine job of recognizing and awarding members for outstanding performance and contributions. All do one form or other of recognition, if not several. Some are more focused on Awards and Recognition and thus, their inclusion in Chapter activities is planned, while for others it's more an ad hoc consideration.

This write-up is to highlight the importance of Chapter's undertaking and maintaining a more formal approach to Awards and Recognition and serves to help perpetuate the value and importance of such activities.

#### Why are Awards and Recognition important?

Here are a few thoughts:

- Models what outstanding Chapters and Society do consistently
- Is a motivator for future member Chapter or activity engagement
- Demonstrates the value of a Member's or recipient efforts
- Is a sign that Leadership understands the importance of member engagement and works to perpetuate that
- An Award or Recognition is truly earned and meets the criteria stipulated; assuring this criterion is met strengthens the value of the recognition
- Can be an adjunct to member development

It's always a good idea to look at the Society website and become familiar with our parent organizations' work on Recognition and Awards. Guides, forms, timelines (e.g. – Society SPY – Safety Professional of the Year) can be found there and serve as a good starting point for recognition and possibly as an idea generator.

#### Basic Definitions

These are not text book definition, but rather those more experiential that help focus the efforts toward understanding the basic distinction between an Award and Recognition.

1. **Award** – *give or order the giving of (something) as an official payment, compensation, or prize to (someone)*

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#### Some Working Examples

- Chapter SPY – Chapter should have guidelines in order for the Award not to be watered down, a “gimmie” or result of a popularity contest. The award can be presented for technical capabilities and contributions, contributions to the chapter or work-related successes for example. Or, as is often the case, a combination. The intent of the SPY is not to serve solely as a long service award, but a career of accomplishments and contributions are well-suited for such recognition. Following the general criteria noted in the Region SPY provides a good structure to the chapters’ award, but that criteria does not have to be specifically adhered to
  - Nomination for Region SPY – Follow Society Guidelines
  - President’s Award (see the San Diego Chapter’s criteria as a way to structure reviewing those for the award: <https://sandiego.assp.org/presidents-award/>)
  - Speaker of the Year
  - Long Service Award (See the separate write-up below)
  - Don’t forget to incorporate Sections, Common Interest Groups and Specialty Practices where warranted
    - Student of the Year
    - Student Publication
  - PDC-related (sponsors, company with the most in attendance, as examples)
  - Dedicated Service
  - Hall of Fame (criteria for entrance should be very specific and formal)
  - Rising Star
  - New Member of the Year
  - Scholarships
  - Mentor of the Year
- **Recognition** – *appreciation or acclaim for an achievement, service, or ability*

#### Some Working Examples

- New members (in attendance at a Chapter meeting)
- Perhaps more focused on specific engagements (Chairing a Committee),
- Undertaking a task or ad hoc activities assigned by the chapter (locating new meeting facilities)
- Recognizing those that Chair a function (Chapter PDC)
- Standing Committee members
- Special Projects
- Getting new members
- Out-going Chapter Officers
- Being recognized for earning certifications and/or designations
- Community involvement
- Specific work toward raising the Chapter Recognition level (e.g. from Silver to Gold)

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- Sponsor (of the Year)
- Member(s) passing a certification exam or earning a degree
- Invite Deans, Program Coordinators, Section sponsors, professors, etc. if a student award
- Having an article published in PSJ or other journal/publication

#### Long Service (One Example)

This write-up is included as an overview not just of a specific recognition but serves as a proxy for thinking about all others. Look at the considerations below and you'll recognize that most apply to any recognition or award the chapter may present. Some things in common with most recognition is in **bold text**.

- At the very minimum, don't hold on to the Long Service Certificate waiting for a member to attend a meeting; if they don't or won't, mail it to them!
- Recognize the member at Chapter meetings** with their Certificate – you may need to specifically invite them
- Pay the meal fee** for the member being recognized
- Budget** to have the certificate provided by Society framed; make the frame a decent one!
- Ask the member to spend a few minutes talking about how they got into safety, why they became an ASSP member and what the value of membership is – new and younger members will benefit from this discussion
- Include a brief bio about the member** in the meeting program and on your Chapter website
- Interview the member and **place a small article and picture in your newsletter**
- Maintain a list and photos** of long service recipients on your website (you'll have to determine when to start that list – at 10 years, 20 years, etc.)
- Budget and determine at what intervals you may provide a Chapter gift/certificate supplement to the recognized member, e.g. the certificate and an ASSP item from the catalog
- If your Chapter has a **Hall of Fame**, evaluate the recipient for membership
- If the long service **recipient is retired, for example and not regularly attending meetings – make the effort to reach out to them and invite them** to the meeting where they will be recognized
- Invite the recipient to **serve on committees, councils or as a Chapter Ambassador**
- Consider **inviting the RVP or Area Director** to participate in the recognition activities
- Invite family members** to attend the meeting, especially for very long service recognition (and pay for their meal!)

Regardless of your approach on Long Service Recognition, make sure it is sincere. Make sure your efforts are honorable and reflect the service of the member and their contributions over time. Be certain that your recognition efforts reflect well on your Chapter, the Region and Society. Be consistent in your efforts and that will help members overall appreciate the value of the recognition.

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#### Administrative Considerations

Here are some critical considerations relative to managing your Awards and Recognition Program:

- Be consistent
- Once you start, don't stop
- Consider an appointed position to something like Awards and Recognition Chair
- Define the characteristics of what it takes to receive an award or be recognized, especially focused on recurring awards
- Budget – make awards and recognition a line item in your budget
- Share your ideas and with other Region officers
- If you don't present an award in a given Chapter year, consider saying why, or at least indicate 'no award in \_\_\_\_\_ (year)'; just don't leave things blank and let people wonder about why the award or recognition wasn't made
- Assure there is a discussion and hand - off in Chapter year transitions
- Publicize your efforts – Chapter webpage, ASSP Communities, your own community, etc. (look at the Bakersfield Chapter website for a great example)
- Have a spot on your Chapter webpage for a historical list of recipients
- Not a popularity contest
- Tal with other chapters for some of their great ideas and traditions
- Consider building traditions

#### Awards & Recognition – What to Present to the Recipient

Some ideas:

- Thank You cards
- Recognition in your Chapter Newsletter
- Certificates - consider framing (not cheap items!)
- Plaques
- Statuettes
- Items from ASSP Store
- Padfolios
- Pen/pencil sets
- Framed pictures
- Acrylic awards, etched with names, Chapter Logo's, etc.
- Letters signed by President, Regional VP, Practice/Interest Group Administrators, etc.