

Awards Procedures Manual



California Council of IAIP

Revised 10/03/19

CALIFORNIA COUNCIL OF IAIP

AWARDS PROCEDURES MANUAL

The purpose of this manual is to provide a means for the California Council of IAIP, International, to provide recognition to its members who have gone above and beyond in their dedication and service to IAIP and the California Council. This Manual defines the eligibility requirement, selection criteria, forms and funding rules regarding these awards. **Awards are for the IAIP Fiscal Year 7/01 - 6/30 of the Respective Award Year.**

SECTION I – AWARDS

1. Gayle Reskin Angel Award

- The Gayle Reskin Angel Award shall be presented at the California Council of IAIP Annual Meeting to a member who has been inspirational and who embodies the spirit of IAIP. This award is designed to honor those who may not choose to be in the forefront, but who support the organization not only through their actions, but through their attitude, dedication and support of IAIP and California Council members.
- Eligibility Requirement:
 - The recipient must be a current member in good standing of IAIP and the California Council.
- Nominations:
 - Any member in good standing of IAIP and the California Council may submit nominations.
 - Nominations need to contain the nominee's name, association (if applicable) and reason for the nomination.
 - Submissions are to be submitted by a date set by the Council Director who will preside over the next California Council Meeting. **Nominations are to be sent directly to the Assistant to the Council Director.**
- Selection:
 - The Assistant to the Council Director, at her discretion, may add a nominee(s) to the list who embody the spirit of the award. The Assistant shall appoint two members in good standing to serve on a committee, chaired by the Assistant, to select the winner from the list of nominees. Only the Assistant and committee will know the identity of the recipient, unless the Assistant enlists the aid of certain members for the purpose of presentation.
- Award:
 - The Award shall consist of a pin incorporating Gayle Reskin's name, the award name, and a breast cancer awareness ribbon, or an equivalent award. In addition, in keeping with Gayle Reskin's dedication to the NAIW Education Foundation, a donation shall be made in memory of Gayle Reskin with the name of the recipient and any sponsors to the NAIW Legacy Foundation.
- Funding:
 - Funding shall be in compliance with the rules as set forth in the California Council Awards Fund Manual.

California Council of IAIP
Gayle Reskin Angel Award

Nomination Form

This award, established in the memory of Gayle Reskin, CPIW, recognizes those individuals who typify the ideals of IAIP – Loyalty, Education and Fellowship. This individual has supported the efforts of the association and individual members, actively encouraging professional development through education, and has served as a mentor to other members.

All California Council IAIP members in good standing are eligible. Nominations are accepted from any California Council member or association.



We/I nominate _____ for the Gayle Reskin Angel Award for the following reasons:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____ Date: _____

Association: _____

Nominations must be submitted no later than _____ to the Assistant to the California Council Director.

2. California Council Young New Professional of the Year Award

- Criteria for Judging:
 - IAIP Involvement
 - Industry Involvement
 - Education
 - Brief Essay
- Eligibility:
 - Must be a Member of IAIP for 24 months with no lapse in membership
 - Must be in the Insurance Industry for 36 continuous months
 - Must be under 40 years of age (at time of submission)
- Judging Based Upon:
 - Activity Summary Form – all activities and other information submitted by the candidate on the application form must have occurred during the applicant's IAIP membership.
 - Essay Question – Not to exceed 200 words based on one of the following topics:
Where do you see IAIP going and what role would you like to play in one of the following areas:
 - Networking outside the workplace
 - Community service, or
 - Education

****IMPORTANT: Once a member receives the California Council Young New Professional of the Year Award, they may not apply for the same award for three calendar years.**

- How to Complete and Submit an Application

The Council Awards Committee Chairman shall send notification to all local associations and MAL's an invitation to submit their essay entry. The notification letter must be sent out prior to July 5th or by the date set by the Council Director and contain the name, address and telephone number of the Awards Chairman. All entries are to be returned directly to the Council Director no later than 3 weeks prior to the date of the California Council Meeting or by the date set by the Council Director. The Council Director shall forward entries to the Awards Chairman. The Awards Chairman shall coordinate and forward entries to the selected judges.

- Submissions should indicate applicants' age, IAIP join date and length of employment in the insurance industry. Applications may be submitted either electronically or by mail at the discretion of the Council Director. Please contact the Council Director to learn how to submit the application.
 - If sent electronically, include all information requested within the application

- If application is mailed, send the original **PLUS THREE COPIES** with all required attachments to the Council Director.
- The Council Director is responsible for confirming the eligibility of the nominee, the length of the essay, and that all appropriate information is attached.
- Any member of the California Council whose association of record is in the California Council is eligible as a nominee for this Award, with the exception of the presiding Council Director and any previous California Council Young New Professional of the Year Award recipient.
- Include a detailed resume or completed application which includes, but is not limited to, the categories listed in the point system. The committee shall assign the points to each entry based on the criteria and point system shown in the Point Value column of this section. An optional California Council Young New Professional application can be located on the Council website under Council Resources.
- If, in the collective judgement of the committee, none of the submissions have met the point system criteria or reflect the purpose or the spirit of the award, no award shall be given.
- The Award shall be presented at the California Council Meeting. The award shall consist of a plaque and shall not exceed \$50.00. A person or persons may choose to sponsor this award and inquiries should be directed to the Council Director. If no person offers to sponsor the Award funding shall be in compliance with the rules set forth in the California Council Awards Fund Manual.
- The points shall be based on the following:

Point Value
State, Regional and National Level

Section I Leadership

- | | |
|--|----------------------|
| ○ Council Meetings, Conferences and Conventions Attended | 2 points each |
| ○ Committee Chairmanships held | 3 points each |
| ○ General Participation – Committees Served | 1 point each (9 max) |

Section II Education

- | | |
|--|-----------------------|
| ○ Insurance education courses, classes, seminars and Institutes attended | 1 point each (10 max) |
| ○ CPIW/CPIM/CIIP/CLP/DAE designation | 2 points |
| ○ Other insurance designations, i.e., CPCU, CIC, CLU, CISR, ARM, AAI, AIS, AAU, etc. | 1 point each |
| ○ IAIP Courses | 1 point each |

Section III Community Service

- | | |
|---|--------------|
| List any participation within your community regarding safety, public relations, networking, other industry related programs, or any other community involvement. | 1 point each |
|---|--------------|

Section IV – Brief Essay

Essay not to exceed 200 words based on **one** of the following topics:

Where do you see IAIP going and what role would you like to play in one of the following areas:

- Networking outside the workplace
- Community Service
- Education

****Responses for Sections I, II and III require a separate paper listing in logical order, by use of the Section Headers for ease of judging. No documentation will be necessary; however, you must list the title and date of the specific item to which you are referring.**

Awards are for the IAIP Fiscal Year 7/01 - 6/30 of the Respective Award Year.

The California Council Director shall select three IAIP Members outside of the California Council to judge the submissions. The candidate submissions and the scoring sheet will be provided to each judge.

IMPORTANT: Under no circumstances should the completed judge's forms ever be shown or given to the contestants or any other member. The judge's forms must be destroyed immediately after the winner is determined.

**CALIFORNIA COUNCIL
YOUNG NEW PROFESSIONAL OF THE YEAR**

SCORING SHEET

Judges Name: _____

Candidate: _____

Date: _____ **MAL** _____ **or Association:** _____

Continuous Months in IAIP: _____ **Continuous Months in Industry:** _____ **Current Age:** _____

SECTION I – LEADERSHIP

This section describes the candidate's Leadership Role in all levels of IAIP. Points are awarded for attendance at Council Meetings, Regional Conferences, International Conventions, Chairmanship held at the Council, Regional and International Level, and General Participation at the Council, Regional and International Level.

SCORE: _____

SECTION II – EDUCATION

This section show the candidate's awareness of one of IAIP's main focuses – Education – and their pursuit of continuing education. Points are awarded for both IAIP courses and Industry courses that the candidate has taken.

SCORE: _____

SECTION III – COMMUNITY SERVICE

This section indicates participation outside of IAIP. Points are awarded for involvement with programs in their community regarding safety, public relations, networking, industry functions, and other community activities.

SCORE: _____

SECTION IV – ESSAY

Essay not to exceed 200 words (must be typed) based on one of the following topics:

- Where do you see IAIP going and what role would you like to play in one of the following areas:
 - Networking outside the workplace
 - Community Service
 - Education (This score is a subjective score by the judge – maximum of 25 points.)

SCORE: _____

TOTAL SCORE: _____

3. California Council Member of the Year Award

Purpose: To give recognition to an individual who has shown outstanding personal achievement, leadership abilities, and dedication to the local association, their state Council, Region VII and IAIP, which surpasses the accomplishments of other members of the state.

1. The California Council Director shall select three IAIP members outside of the California Council to judge the submissions. The candidate submissions and the scoring sheet will be provided to each judge. The California Council Director shall also appoint an Awards Chairperson to oversee the awards process.
2. The Council Awards Committee Chairman shall send notification to all local association and MAL’s an invitation to submit their essay entry for one (1) nominee, who must show the submitting association as their association of record with IAIP or that they are the MAL candidate. The notification letter must be sent out prior to July 5th or by the date set by the Council Director and contain the name, address and telephone number of the Awards Chairman. All entries are to be returned directly to the chairman no later than 3 weeks prior to the date of the California Council Meeting or by the date set by the Council Director. The Awards Chairman shall coordinate and forward entries to the selected judges.
3. Any member of the region whose association of record is in California Council is eligible as a nominee for this award, with the exception of the presiding Council Director and any previous Member of the Year Award recipient.
4. Each entry shall consist of:
 - An essay of not more than 1,000 words, which addresses the nominee’s qualifications as stated in the award’s process.
 - A detailed resume or completed application, which includes, but is not limited to, the categories listed in the point system. The judges shall assign the points to each entry based on the criteria and point system shown in item 8 of this section. An optional California Council Member of the Year application can be located on the Council website under Council Resources.
5. The Award Committee may also consider entries from the prior year, as long as the nominee’s membership status and association affiliation is unchanged.
6. If in the collective judgement of the committee none of the submissions have met the point system criteria or reflect the purpose or the spirit of the award, no award shall be given.
7. The Award shall be presented at the Council Meeting. The award shall consist of a plaque and shall not exceed \$50.00. A person or persons may choose to sponsor this award and inquiries should be directed to the Council Director. If no person offers to sponsor the Award funding shall be in compliance with the rules set forth in the California Council Awards Fund Manual.
8. The points shall be based on:

State, Regional and International Level

- | | |
|---|------------------|
| • Committee Chairmanships held | 3 points each |
| • State Meetings, Conference and Conventions attended | 2 points each |
| • General Participation | 3 points maximum |

Local Association Level

- Officer or Director positions held 4 points each
- Chairmanships 1 point each
- General Participation 4 points maximum
- Attendance 2 points maximum

Education

- Insurance education courses, classes seminars, and institutes attended 1 point each
- IAIP or Industry education program instructed 1 point each (5 points Maximum)
- CPIW/CPIM/CIIP/CLP/DAE designation 2 points
- Other insurance designations, i.e. CPCU, CIC, CLU, ARM, AAI etc. 1 point each

MINIMUM points required for eligibility: 23 points

The California Council Director shall select three IAIP Members outside of the California Council to judge the submissions. The candidate submissions and the scoring sheet will be provided to each judge.

IMPORTANT: Under no circumstances should the completed judge’s forms ever be shown or given to the contestants or any other member. The judge’s forms must be destroyed immediately after the winner is determined.

Awards are for the IAIP Fiscal Year 7/01 - 6/30 of the Respective Award Year.

**CALIFORNIA COUNCIL
MEMBER OF THE YEAR**

SCORING SHEET

Judges Name: _____

Candidate: _____

Date: _____ **MAL** _____ **or Association:** _____

SECTION I – STATE, REGIONAL AND INTERNATIONAL LEVEL POINT VALUE

This section describes the candidate's involvement in all levels of IAIP. Points are awarded for attendance at Council Meetings, Regional Conferences, International Conventions, Chairmanships held at Council, Regional and International level, and General Participation at the Council, Regional and International level.

SCORE _____

SECTION II – LOCAL ASSOCIATION LEVEL POINT VALUE

This section describes the candidate's involvement at the local level. Points are awarded for Officer, Director and Chairmanship positions held at the local level, General Participation and Attendance.

SCORE _____

SECTION III – EDUCATION

Insurance education courses, classes, seminars and institutes attended, IAIP or Industry courses, classes or seminars instructed, CPIW, CPIM, CIIP/CLP/DAE designation and other insurance designations.

SCORE _____

SECTION IV – ESSAY AND RESUME

Essay not to exceed 1,000 words (must be typed), which addresses the nominee's qualifications and addresses the individuals outstanding personal achievement, leadership abilities and dedication to the local association and the CA Council. (This score is a subjective score by the judge— maximum of 25 points)

SCORE _____

TOTAL SCORE: _____

4. CALIFORNIA COUNCIL MENTOR OF THE YEAR

Purpose: To give recognition to an individual who has been inspirational as a mentor, dedicated to the core values and mission of IAIP, and who has demonstrated a willingness to coach, teach and help others. An effective mentor possesses characteristics such as patience, understanding and expertise within the industry and the organization.

The Council Awards Committee Chairman shall send notification to all local associations and MAL's an invitation to submit their essay entry for their nominee. The notification letter must be sent out prior to July 5th or by the date set by the Council Director and contain the name, address and telephone number of the Awards Chairman. All entries are to be returned directly to the chairman no later than 3 weeks prior to the date of the California Council Meeting or by the date set by the Council Director. The Awards Chairman shall coordinate and forward entries to the selected judges.

- The Mentor of the Year Award shall be presented at the California Council of IAIP annual meeting.
- Eligibility Requirement: The recipient must be a current member in good standing of IAIP in the Council of California.
- **Nominations:**
 - Any member in good standing of IAIP and the Council of California may submit nominations. Nominations need to contain the nominee's name, association or MAL affiliation and specific reasons for the nomination.
 - Submissions are to be submitted by a date set by the Council Director who will preside over the next California Council meeting. Nominations are to be sent directly to the Council Director.
- **Selection:**
 - The California Council Awards Committee will choose the winner from among the nominees. They may solicit input from the Council Director if desired, but the final selection will be done by the committee. Only the committee and the Council Director will know the identity of the recipient.
- **Award:**
 - The Award shall be in the form of a plaque, not to exceed \$50. A person or persons may choose to sponsor this award and inquiries should be directed to the Council Director. If no person offers to sponsor the Award funding shall be in compliance with the rules set forth in the California Council Awards Fund Manual.

IMPORTANT: Under no circumstances should the completed judge's forms ever be shown or given to the contestants or any other member. The judge's forms must be destroyed immediately after the winner is determined.

Awards are for the IAIP Fiscal Year 7/01 - 6/30 of the Respective Award Year.

5. CALIFORNIA COUNCIL ROOKIE OF THE YEAR

The Rookie of the Year is an award to recognize the accomplishments of a new member who has made significant contributions to California Council of IAIP within the first 24-months of joining the association. It recognizes participation in association affairs, completion of selected insurance courses and involvement in industry activities.

Eligibility Requirements

- Active member in good standing in the International Association of Insurance Professionals.
- The eligibility period shall consist of a 24-month period from the date (month/year) the member joined IAIP with no lapse in membership. Award application must be made within the 12-months following the eligibility period (24-month period from the date (month/year) the member joined IAIP).
- Members with dual memberships are eligible only as a representative of their association of record.
- Previous California Council winners are not eligible to compete for the same award.
- Winners on the Council level do not automatically advance to the Regional level.
- If a tie occurs, the highest "IAIP involvement" points are used to determine the winner.

Judging Criteria

Judging is based on typed submissions from the candidates. Complete answers are required for each question/award criteria. All activities and other information submitted by the candidate on the application form must have occurred during the applicant's time as an IAIP member. The categories of consideration include:

- IAIP Involvement
- Education
- Community Service
- Employment History
- Essay
-

ESSAY

Prepare an essay up to 500 words that includes the following:

- a brief description of your job including responsibilities
 - professional accomplishments and your future career goals
 - a description of how your membership, participation, and involvement in IAIP has helped you since joining
 - contributions you have made to your local association, if applicable
-
- How to Complete and Submit an Application

The Council Awards Committee Chairman shall send notification to all local associations and MAL's an invitation to submit their essay entry. The notification letter must be sent out prior to July 5th or by the date set by the Council Director and contain the name, address and telephone number of the Awards Chairman. All entries are to be returned directly to the chairman no later than 3 weeks prior to the date of the California Council Meeting or by the date set by the Council Director. The Awards Chairman shall coordinate and forward entries to the selected judges.

- Submissions should indicate applicants IAIP join date and length of employment in the insurance industry. Applications may be submitted either electronically or by mail at the discretion of the Council Awards Committee.
 - If sent electronically, include all information requested within the application
 - If application is mailed, send the original **PLUS THREE COPIES** with all required attachments to the Awards Committee.
- The California Council Awards Committee will choose the winner from among the nominees. They may solicit input from the Council Director if desired, but the final selection will be done by the committee. Only the committee and the Council Director will know the identity of the recipient.
- The Council Awards Chair is responsible for confirming the eligibility of the nominee, the length of the essay, and that all appropriate information is attached.
- Any member of the California Council whose association of record is in the California Council is eligible as a nominee for this Award, with the exception of the presiding Council Director and any previous California Council Rookie of the Award recipient.
- Include a detailed resume or completed application which includes, but is not limited to, the categories listed in the point system. The committee shall assign the points to each entry based on the criteria and point system shown in the Point Value column of this section. An optional California Council Rookie of the Year application can be located on the Council website under Council Resources.
- If, in the collective judgment of the committee, none of the submissions have met the point system criteria or reflect the purpose or the spirit of the award, no award shall be given.
- The Award shall be presented at the California Council Meeting. The Award shall be in the form of a plaque or object, not to exceed \$50. A person or persons may choose to sponsor this award and inquiries should be directed to the Council Director. If no person offers to sponsor the Award funding shall be in compliance with the rules set forth in the California Council Awards Fund Manual.
- The points shall be based on the following:

Point Value

State, Regional and International Level

Section I Leadership

- | | |
|--|---------------|
| ○ Council Meetings, Conferences and Conventions Attended | 2 points each |
| ○ Committee Chairmanships held | 3 points each |
| ○ General Participation – Committees Served | 1 point each |

Section II Education

- Insurance education courses, classes, seminars and Institutes attended 1 point each
- CPIW/CPIM/CIIP/CLP/DAE designation 2 points
- Other insurance designations, i.e., CPCU, CIC, CLU, CISR, ARM, AAI, AIS, AAU, etc. 1 point each
- IAIP Courses 1 point each

Section III Community Service

List any participation within your community regarding safety, public relations, networking, other industry related programs, or any other community involvement. 1 point each

Section IV Employment History

List employment history for the past five years 1 point for each year
in insurance industry (max 5 points)

Section V - Essay

Essay not to exceed 500 words based on the awards criteria. (Maximum 25 points)

No documentation will be necessary; however, you must list the title and date of the specific item you are referring to. The candidate submissions and the scoring sheet will be provided to each judge by the Council Awards Chair.

IMPORTANT: Under no circumstances should the completed judge’s forms ever be shown or given to the contestants or any other member. The judge’s forms must be destroyed immediately after the winner is determined.

Awards are for the IAIP Fiscal Year 7/01 - 6/30 of the Respective Award Year.

CALIFORNIA COUNCIL ROOKIE OF THE YEAR

SCORING SHEET

Judges Name: _____

Candidate Name: _____

MAL _____ or Association: _____ Continuous Months in IAIP: _____

Continuous Months in Industry: _____

SECTION I – LEADERSHIP: This section describes the candidate's Leadership Role in all levels of IAIP with particular emphasis on Council level. Points are awarded for attendance at Council Meetings, Regional Conferences, International Conventions, Chairmanship held at the Council, Regional and International Level, and General Participation at the Council, Regional and International Level.

SCORE: _____

SECTION II – EDUCATION: This section show the candidate's awareness of one of IAIP's main focuses – Education – and their pursuit of continuing education. Points are awarded for both IAIP courses and Industry courses that the candidate has taken.

SCORE: _____

SECTION III – COMMUNITY SERVICE: This section indicates participation outside of IAIP. Points are awarded for involvement with programs in their community regarding safety, public relations, networking, industry functions, and other community activities.

SCORE: _____

SECTION IV – EMPLOYMENT HISTORY:

This section confirms the candidate's insurance experience and present professional capacity.

SCORE: _____

SECTION V – ESSAY

Essay not to exceed 500 words (must be typed) included but not limited to the awards criteria:

- a brief description of your job including responsibilities
- professional accomplishments and your future career goals
- a description of how your membership, participation, and involvement in IAIP has helped you since joining
- contributions you have made to your Local, Council, Regional and International levels

****This score is a subjective score by the judge. Maximum – 25 points for Essay SCORE:** _____

TOTAL SCORE: _____

5. CALIFORNIA COUNCIL ASSOCIATION MEMBERSHIP RETENTION AWARD

Purpose: To give recognition to one association each from Northern California and Southern California that during the renewal period set in place by the International Association of Insurance Professionals has retained the highest percentage of their membership.

- The Association Membership Retention Award shall be presented at the California Council of IAIP annual meeting. Awards are for the IAIP Fiscal Year 7/01 - 6/30 of the Respective Award Year.
- Eligibility Requirement: The recipients must have retained the highest percentage of member renewals than other associations in their territory. The percentage to be calculated based on the member roster on the International web site. Compare the roster of past two terms and add members listed on both rosters to obtain the highest percentage. The calculations are based on the two prior terms. Example: 07/01/17 to 06/30/18 and 07/01/18 to 06/30/19.
- **Nominations:**
 - One (1) association each from Northern California and Southern California.
- **Selection:**
 - The current Membership Development Liaisons with the assistance of the current Membership Development Chair, if needed, will calculate and determine the recipients.
- **Award:**
 - The award shall be in the form of a certificate.

SECTION II – FUNDING

- A. An Awards Fund shall be established as the California Council Awards Fund, National Association of Insurance Women, International.
- B. Contributions to the Awards Fund may be made through donations, fundraisers and proceeds from California Council functions. No monies from the California Council Trust Fund may be used in any way for the Awards Fund. Ten percent (10%) of the money raised at the Council meeting from the silent auction is to be placed in the Awards Fund.
- C. The Trustee of the California Council Trust Fund shall also serve as the Custodian of the Awards Fund and maintain the same standard or record keeping for the California Council Awards Fund as those kept for the California Council Trust Fund.
- D. The Custodian shall:
 - 1. Have general supervision and management of the receipts and disbursements during their term, which shall coincide with the fiscal year
 - 2. Have the Council Director approve all expenditures.
 - 3. Keep an itemized summary of all transactions and make a detailed report at the Annual California Council Meeting.
 - 4. Submit books and records for audit when requested.
 - 5. File any and all tax forms required.
- E. The permanent depository for the funds shall be in an interest bearing account in the name of the Fund as set forth in Item A, in a branch of a federally insured financial institution.
- F. The California Council Meeting Audit Committee shall perform an audit of the Awards Fund during the Annual Council Meeting and provide a report of their findings at that Council Meeting.
- G. There shall be two authorized signers on the account. The first shall be the acting Custodian who is responsible for all deposits and withdrawals, the second shall be the signature of the current Co-Trustee of the California Council Trust Fund.
- H. At no time shall the monies in the California Council Trust Fund and the California Council Awards Fund be co-mingled/transferred/exchanged except in the case of an error in deposit or disbursement in which the transaction was made on the wrong account. Should an error occur, express written consent of the current California Council Director must be obtained prior to the corrective transaction taking place.
- I. Allowed expenses:
 - 1. Not more than \$50 shall be expended for the purchase of the plaque, object, donation or cash award for the Gayle Reskin Angel Award, the California Council Young New Professional of the Year, California Council Member of the Year and California Mentor of the Year, California Council Rookie of the Year awards.

SECTION III – AMENDMENTS

- The California Council Awards Committee will administer the California Council Awards Procedures Manual; make changes, as deemed necessary, with the final approval resting with the California Council Director. Upon approval of the California Council Director, the revisions will be presented to the members at the Annual Council Meeting and distributed to all local associations immediately. Should any award criteria change; the new criteria will apply to the awards presented at the following year's Council Meeting.