**Committee: AWARDS COMMITTEE**

**Written by:** Mindy Burch, CTR, Claudia Jenkins,

Nancy Whipple, CTR

**Date of Initial Approval:** 1993

**Reviewed and Approved:** 9/16/2005, 10/2017

**Committee:** Two ICRA Members – Excluding the Board of

Directors

**Committee Appointed by**: President

**Term of Committee:** One (1) year term

**Required Reports:** Awards CommitteeDistinguished Member Evaluation Form

**POLICIES**

**Purpose, Composition, and Duties**

1. The purpose of the Distinguished Member and President’s Award is to honor and recognize distinguished contributions made by ICRA members.
2. The President appoints two members to the Awards Committee. Executive and Board of Directors are exempt from appointment. The committee members may remain anonymous until after the award is announced.
3. The Awards Committee is responsible for (1) assisting the President with the soliciting of nominations for award; (2) selecting the Distinguished Member Award winner; and (3) notifying the President of the Distinguished Member Award winner.

**Awards Offered**

***Distinguished Member Award***

The purpose of this award is to honor and recognize distinguished contributions by an ICRA member as nominated by the members of ICRA following the established guidelines. This award was approved by the Board in 1993.See Appendix D for listing of previous recipients.

***Presidential Awards***

The President may present special recognition to those Board of Director members, committee chairs, or other members that have contributed over and above the requirements of their position. See Appendix E for listing of previous recipients.

**PROCEDURES**

***ICRA Distinguished Member Award***

1. The purpose of this award is to honor a member of ICRA for outstanding contributions to the profession, to encourage in members the desire to contribute to the development and growth of the profession, and to further public awareness of the scope and importance of the registry profession.
	1. *Eligibility:* Candidates must have made an outstanding contribution to the profession in one or more of the following ways: outstanding personal characteristics, service to the Association, outstanding achievement in professional practice, leadership in education, and or contributions through published materials and community service. Past recipients of the Distinguished Member Award may be eligible to receive the award again in future years if deserving of the award.
	2. *Criteria:* The following criteria will be used to evaluate candidates:

**Personal Characteristics as evidenced in a least one or more of the following areas:**

* Caring
* Considerate
* Friendly
* Helpful
* Knowledgeable of the registry profession

**Service to Registry Profession as evidenced in a least one or more of the following areas:**

* ICRA participation including service as a Board member, committee chair, task force chair, committee member, and/or task force member.
* National participation in NCRA or other national organization, including service as a Board member, committee chair, task force chair, committee member, and/or task force member.
* Education leadership as evidenced in at least one or more of the following areas: Presenter or co-presenter at local, state, regional or national workshops, meetings, seminars, or conferences.
* Contributor to publications in at least one or more of the following areas: Publication of written material in “The Indiana Abstract,” and/or registry professional articles in state and/or national journals.
* Other contributions to the registry profession in general

**Service to Community as evidenced in a least one or more of the following areas:**

* Contributions to society through community activities
1. **Call for Distinguished Member Awards**
	1. A "Call for Nominations" (See Appendix A) for the ICRA Distinguished Member Award is announced four months prior to the Annual Fall Conference from the President and distributed to the membership via US Mail and/or email message, and/or placed on the ICRA Web site.
2. **Distinguished Member Awards Nominations**
	1. The nominations are to be mailed, emailed and/or faxed to the President no later than 60 days prior to the Annual Fall Conference. To elevate duplicate nominations nominee must sign the nomination form.
3. **Distinguished Member Awards Evaluation**
	1. The Awards Committee members are provided an evaluation form (sample copy attached) and a copy of each nomination form. Each committee member must evaluate all nominees and discuss the tallying. Using the ICRA evaluation form, review each nomination letter and apply **one point** for each Personal Characteristic, Service to the Registry Profession and Service to Community as listed on the form. If a member is nominated more than 1 time, add the totals of all their nominations together to give that person a grand total. If consensus is not achieved on the first round of deliberation, the highest two nominees will have all previous scores discarded and will be re-evaluated to select a winner. If a consensus is still not achieved the President is consulted and the President will decide the winner of the award. All scoring materials and nomination forms will be sent to the President for archival in the Presidents policy & procedure manual. See Appendix D.
4. **Distinguished Member Awards Notification of Winner**
	1. The Awards Committee Chair shall notify the President in writing of the winner no later than 30 days prior to the ICRA Fall Conference and/or the Awards Ceremony.
	2. The identity of the award winner should be kept confidential until the award is presented during the Annual Fall Conference Awards Ceremony. The President shall have a plaque created with the name, and year of the winner to be presented during the awards ceremony.
	3. During the awards ceremony the President and Awards Committee members shall read the names of all nominations and in writing share the nomination forms for each nominee. Even though another individual was selected for the award, it is an honor to be nominated for the award. The members of the Awards Committee will read the nomination letter that best describes the reasoning of the winning Distinguished Member Award. The President and Awards Committee members shall present the award plaque to the member receiving the award. Pictures should be taken of the Award Winner and shared on the ICRA Web site and “The Indiana Abstract” newsletter.

**PROCEDURES**

***ICRA Presidential Award***

1. The President may present special recognition to those Board of Director members, committee chairs, or other members that have contributed over and above the requirements of their position.
	1. *Eligibility:* Candidates must have made an outstanding contribution over and above the requirements of their position. Past recipients of the Presidential Award may be eligible to receive the award again in future years if deserving of the award.
2. **Notification of Presidential Award Winners**
	1. The President shall select a person(s) deserving of this honorable award 30 days prior to the ICRA Fall Conference and/or the Awards Ceremony.
	2. The identity of the award winner(s) should be kept confidential until the award(s) is presented during the Annual Fall Conference Awards Ceremony. The President shall have a plaque(s) created with the name, and year for each winner to be presented during the awards ceremony.
	3. During the awards ceremony the President will describe the qualities and contribution of this member(s) in honor of the President’s Award. The President shall present the award(s) plaque to the member(s) receiving the award. Pictures should be taken of the President’s Award winner(s) and shared on the ICRA Web site and “The Indiana Abstract” newsletter.
3. **Ordering Plaques for the Awards Ceremony:**
	1. Order plaques for Distinguished Member and the Presidential Awards to be presented at the Annual Conference. See Appendix C for samples of plaques.
4. **Policy & Procedures**
	1. Review and revise the policy & procedures annually at the conclusion of this term.
5. **Tax Exempt Status**
	1. Use ICRA tax ID number to avoid sales tax on purchases for ICRA.

**Appendix A**

EXAMPLE LETTER TO MEMBERS



July 14, 2005

Dear ICRA Member:

It is that time again my friends to nominate an ICRA member to receive the very special 2005 ICRA Distinguished Member Award.

ICRA is full of special, capable and caring individuals. ICRA members are dedicated and loyal; however, some go above and beyond their commitment to their profession by serving on professional associations and by volunteering in events benefiting cancer patients and their families.

I have chosen two ICRA members who are not currently serving on the ICRA Board of Director. These members will determine the winner after evaluating each nomination and selecting the member who is *caring – considerate – dedicated – friendly – helpful – knowledgeable – serve ICRA as an officer/chairperson and/or committee member – work with cancer patients and/or their families – and possibly contribute to society through community service.*

Although, I believe each one of us is a Distinguished Member let’s acknowledge that one special person and honor “One of Our Own” by nominating one of your colleagues for this special honor.

Once you have reviewed the current membership list and completed the attached nomination form, would you please mail (or email) your nomination form to the following US Mail or Email address on or before September 1, 2005.

Mindy Burch, CTR

5005 Evanston Avenue

Indianapolis, IN 46205

OR Email Form to: ContactICRA@ICRA-Indiana.com

Thanks for your time and commitment in this very special and important nomination!

Take care,

Mindy Burch, CTR



ICRA President/Web Master

*Attachments:*

*1.) ICRA Membership List 2.) Distinguished Member Nomination Form*



**Distinguished Member Nomination Form**

**Please submit this form by Specific Date to:**

**Current President and Address**

**OR Email Form to:** **ContactICRA@ICRA-Indiana.com**

**Signature Required**

**Please consider the following when making your nomination:**

**Personal Characteristics as evidenced in a least one or more of the following areas:**

* Caring – Considerate – Friendly – Helpful - Knowledgeable of the registry profession

**Service to Registry Profession as evidenced in a least one or more of the following areas:**

* ICRA participation including serving as a Board member, committee chair, task force chair, committee member, and/or task force member.
* National participation in NCRA, National participation in NCRA, including serving as a Board member, committee chair, task force chair, committee member, and/or task force member.
* Education leadership as evidenced in at least one or more of the following areas: Presenter or co-presenter at local, state, regional or national workshops, meetings, seminars, or conferences.
* Contributor to publications in at least one or more of the following areas: Publication of written material in “The Indiana Abstract,” and/or registry professional articles in state and/or national journals.
* Other contributions to the registry profession in general

**Service to Community as evidenced in a least one or more of the following areas**

* Contributions to society through religious, civic, or other community activities

**I would like to nominate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as the 2005**

**ICRA Distinguished Member for the following reasons:**

**Please print name and signature here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix B**

**Awards Committee Distinguished Member Evaluation Form**

Evaluate each nomination letter and apply a point for each **Personal Characteristic**, **Service to the Registry Profession** and **Service to Community** as listed below. If a nominee is nominated more than 1 time, add the totals of their nominations together to give that person a grand total. The member with the highest score represents the possible winner. If consensus is not achieved on the first round of deliberation, the highest two nominees will have all previous scores discarded and will be re-evaluated to select a winner. If a consensus is still not achieved the President is consulted and the President will decide the winner of the award.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominee****Name** | **Personal** **Characteristics**CaringConsiderateFriendlyHelpfulKnowledgeable | **Service to Registry Profession:**ICRA participation including service as a Board member, committee chair, task force chair, committee member, and/or task force member.National participation in NCRA, National participation in NCRA, including service as a Board member, committee chair, task force chair, committee member, and/or task force member.Education leadership as evidenced in at least one or more of the following areas: Presenter or co-presenter at local, state, regional or national workshops, meetings, seminars, or conferences.Contributor to publications in at least one or more of the following areas: Publication of written material in “The Indiana Abstract,” and/or registry professional articles in state and/or national journals.Other contributions to the registry profession in general | **Service to Community** Contributions to society through community activities | **TOTAL** |
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* **= Greatest number of concrete reasons for member to receive the Distinguished Member Award.**

**Appendix C**

**Distinguished Member Award:**



**FOR DEDICATION TO**

**HIS EMPLOYER,**

**HIS COMMUNITY,**

**HIS PROFESSION**

**PAUL RICE, RHIT, CTR**

**IS HEREBY PRESENTED**

**THE**

**INDIANA**

**CANCER REGISTRARS**

**ASSOCIATION**

**2005**

**DISTINGUISHED MEMBER**

**AWARD**

**Presidential Award:**



**FOR DEDICATION**

**AND ENTHUSIASM TO THE**

 **INDIANA CANCER**

**REGISTRARS ASSOCIATION**

**JACQUELINE HARBER, RHIA, CTR**

**IS HEREBY PRESENTED**

**THE**

**2005**

**PRESIDENTIAL AWARD**

**Appendix D**

***Previous Recipients of the Distinguished Member Award:***

1993 – Karol Poyser, CTR

1994 – Patricia O’Leary, RHIT, CTR

1995 – Judi Reininga, CTR

1996 – Joann Schultz, RHIT, CTR

1997 – Anita Butz, CTR

1998 – Kay Herrmann, RHIT, CTR

1999 – Judy Anthrop, CTR

2000 – Jan Duncan, RHIT, CTR

2001 – Sheila Snyder, CTR

2002 – Mindy Burch, CTR

2003 – Jean Edwards, CTR

2004 – Sherry Dowling, CTR

2005 – Paul Rice, RHIT, CTR

2006 – Martha Hill, CTR

2007 – Joyce Winn, CTR

2008 – Pat Hettick, CTR

2009 – Membership of ICRA

2010 – Janet Stengel, RHIA, CTR

2011 – Betty Jeffers, RHIT, CTR

2012 – Claudia Jenkins, CTR

2013 – Nancy Whipple, CTR

2014 – Camille Foley, RHIT, CTR, Honorary Distinguished Member April Fritz, RHIT, CTR

2015 – Cassie Nobbe, CTR

2016 – Lisa LaGue, CTR

**Appendix E**

***Previous Recipients of the Presidential Award:***

1987 – Mindy Burch, CTR

1988 – Jolene Hurst, RHIA, CTR

1989 – Karen McCracken, RHIT, CTR

1990 – Julie Driscol, RHIT, CTR & Anita Butz, CTR

1991 – The ICRA Board of Director

1992 – Sheila Sampson, CTR & Jan Duncan, RHIT, CTR

1993 – Joann Schultz, RHIT, CTR, & Valerie Vesich, RHIT, CTR

1994 – Josephine Golfis, RHIT, CTR, & Jan Duncan, RHIT, CTR

1995 – Mindy Burch, CTR

1996 – No Award

1997 – No Award

1998 – Stephanie Barnett, LPN, CTR

1999 – No Award

2000 – No Award

2001 – Jean Edwards, RHIT, CTR

2002 – Ellen Hurd, LPN, CTR, & Lolita Thompson, CTR

2003 – No Award

2004 – Linda Smith, CTR

2005 – Jacqueline Harber, RHIA, CTR, Carol Lesch, Lorrie Walker, CTR

2006 – Sherry Dowling, CTR & Judi Reininga, CTR

2007 – Mindy Burch, CTR & Nancy Whipple, CTR

2008 – Tammy Horvath, LPN, CTR & Sherry Dowling, CTR

2009 – Betty Jeffers, RHIT, CTR

2010 – Tammy Horvath, LPN, CTR

2011 – Cassandra Nobbe, CTR

2012 – Kolleen Spencer, CTR

2013 – Brandy Lewis, CTR

2014– Janet Stengel, RHIA, CTR

2015 –Sherry Dowling, CTR

2016 –Lisa LaGue, CTR