



## CALIFORNIA CHAPTER

Award Nominations  
Preparation Guide  
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# Getting Started

- Who to nominate
- Source of nominees
- Documentation
- Narrative
- Statement of Accomplishment
- Composition
- Format

# Individual Nominee Sources

- Staff
- Co-workers
- Supervisor/managers
- Partners
- Employers
- Community Based Organizations

# Group Nominee Sources

- Three or more on a team
  - Two people does not constitute a group
- Special projects such as
  - Job Fairs
  - Implementing a new program
  - Relocation of offices
  - Community Service projects
  - Veterans Stand Down

# Sources

- Individual Development Plans
- EDD Excellence Award nominations
- Newspaper articles
- Office/Division Monthly Activity Reports
- Minutes of staff/partner meetings
- EDD Scene articles
- Veterans Reports

# Criteria

- California Chapter Membership
  - If this is a requirement, must have been a member for the entire performance year
  - Required for:
    - Meritorius Service Award (formerly...
    - Employee Performance
    - Retiree
  - Not required if nominated by a member:
    - Services to Veterans

# Categories

- ?????? Award individual and group (formerly..
- Services to Veterans
  - Individual and group
- Retiree Individual
- Fostering Partnerships-individual and group

# (?????) Award

## Individual and group

- From a private sector or non-profit organization who made contribution to the California Chapter or workforce development programs
- Examples of previous winners: Rick Johnson, Imperial Valley developed summer intern program; David Gruber for designing retraining programs; Employer Advisory Committee for assisting unemployed; Public library for computer literacy program



# Meritorious Service Award?

## Individual and group

- California Chapter membership required and at least 2/3 of the group
- Prior winners: Individual who did grant writing; UI Budget Manager; Marie Sandoval (CA) sends books to Philippines; Yvette Quevedo; group did fundraising to support veterans programs and educational seminars; Fresno Chapter Training Team

# Service to Veterans

## Individual and Group

- Must be veterans
- Need not be a California Chapter member if nominated by one
- Specialized needs awareness
- Resource Promotion
- Creativity/Innovation
- Outreach
- Partnering

# Employee Performance Members Only

- Based on EDD job performance in a position subject to accepted methods of quantitative and qualitative evaluation
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition

# Retiree of the Year

- California Chapter membership required in year of activity and year of nomination
- Must be fully retired entire year of activity
- Activities considered: Advancing organization's objectives, education, membership, legislative, communication, non-dues fundraising, mentoring, and community service.

# Fostering Partnerships

## Individual and Group

- Need not be a California Chapter member if nominated by one
- Demonstrated diligent efforts to partner with the EDD and/or the California Chapter while collaboratively delivering valuable and innovative service to meet the evolving needs of members, employers, workers, and job seekers.

# Narrative

- Identify specific incidents with dates in the nomination year and results (reference documentation)
- Use the criteria and judging sheet as a guide
- Interview the nominee, family, and co-workers
- Google to find references on-line
- Double spaced with no less than #12 font
- Review, edit, and then again

# Statement of Accomplishment

- Summarize the narrative focusing on results
- Begin and end on one page
- This is the snapshot that may be published for winning nominations

# Documentation

- Get a picture of the individual or group if you can
- Start assembling your drop file early in the year
- The documents will make it easy to prepare your final nomination
- Consider asking for letters of recommendation but be sure they are dated in the nomination year
- Print web pages early in the nomination year
  - Prints dated outside the nomination year will not be disqualifying as long as the documentation represents accomplishments in the nomination year