

CALIFORNIA COUNCIL
AWARDS MANUAL

The purpose of this manual is to provide a means for the California Council of NAIW, International, to provide recognition to its members who have gone above and beyond in their dedication and service to NAIW and the California Council. This manual defines the eligibility requirements, selection criteria, forms and funding rules regarding these awards.

SECTION I – AWARDS

1. Gayle Reskin Angel Award

- A. The Gayle Reskin Angel Award shall be presented at the California Council of NAIW Annual Meeting to a member who has been inspirational and who embodies the spirit of NAIW. 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 NAIW and California members.
- B. Eligibility Requirement: The recipient must be a current member in good standing of NAIW in the Council of California.
- C. Nominations:
 - 1) Any member in good standing of NAIW and the Council of California may submit nominations. Nominations need to contain the nominee's name, association (if applicable) and reason for the nomination.
 - 2) 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.
- D. Selection: The Assistant to the Council Director, at her discretion, may add 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.
- E. 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 names of the recipient and any sponsors.

2. California Council Young Professional of the Year Award

A. Criteria for Judging:

- 1) NAIW Involvement
- 2) Industry Involvement
- 3) Education
- 4) Brief Essay

B. Eligibility:

- 1) Must be a Member of NAIW for 36 months with no lapse in membership
- 2) Must be in the Insurance industry of NAIW eligible industry for 36 continuous months
- 3) Must be under 40 years of age (at time of submission)

C. Judging Based Upon:

- 1) Activity Summary Form – all activities and other information submitted by the candidate on the application form must have occurred during the applicant's NAIW Membership
- 2) Essay Question – not to exceed 200 words based on one of the following topics:

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

- a) Networking outside the workplace,
- b) Community service, or
- c) Education

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

D. How to Complete and Submit an Application

- 1) 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.
 - a) If sent electronically, include all information requested within the application
 - b) If application is mailed, send the original **PLUS THREE COPIES** with all required attachments to the Council Director.
- 2) The Council Director is responsible for confirming the eligibility of the nominee, the length of the essay, and that all appropriate information is attached.
- 3) 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 Professional of the Year Award recipient.
- 4) Include a detailed resume 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 item 7 of this section.
- 5) 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.
- 6) The Award shall be presented at the California Council Meeting.
- 7) The points shall be based on:

Point Value
State, Regional and National Level:

Section I Leadership:

- | | |
|--|-------------------|
| • State Meetings, Conferences and Conventions Attended | 2 points each |
| • Committee Chairmanships held | 3 points each |
| • General Participation – Committees Served | 9 point (maximum) |

Section II Education:

- Insurance education courses, classes, seminars and Institutes attended 1 pt each (10 pt max.)
- CPIW/CPIW designation 2 points
- Other insurance designations, i.e., CPCU, CIC, CLU, ARM, AAI, AIS, AAU, etc. 1 point each
- NAIW 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 NAIW going and what roll 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.**

The California Council Director shall select three NAIW 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 judges’ forms must be destroyed immediately after the winner is determined.

**CALIFORNIA COUNCIL
YOUNG PROFESSIONAL OF THE YEAR**

SCORING SHEET

Judge's Name _____
Candidate _____
Date _____ **MAL** _____ **or Association** _____
Continuous Months in NAIW _____ **Continuous Months in Industry** _____ **Current Age** _____

SECTION I – LEADERSHIP

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

SCORE _____

SECTION II – EDUCATION

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

SCORE _____

SECTION III – COMMUNITY SERVICE

This section indicates participation outside of NAIW. 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, double spaced) based on one of the following topics:

Where do you see NAIW going and what roll 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 _____

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.
- 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 \$100.00 for the purchase of the award plaque, object, donation or cash award for the Gayle Reskin Angel Award and the California Council Young Professional of the Year Award.

SECTION III - AMENDMENTS

The California Council Awards Committee will administer the California Council Awards 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, printed 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.