

**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 Council 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 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:

- |  |                   |
|--|-------------------|
| • Council 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** \_\_\_\_\_

### **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 VIII and NAIW, which surpasses the accomplishments of other members of the state.

1. 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. The California Council Director shall also appoint an Awards Chairman to oversee the awards process.

2. The Council Awards Committee Chairman shall send notification to all local Associations 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 NAIW or that they are the MAL candidate. The notification letter must be sent out prior to July 5th and contain the name, address and telephone number of the Awards Chairman. All entries are to be returned directly to this chairman not later than September 1st. 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:

A. An essay of not more than 1,000 words, which addresses the nominee's qualifications in as stated in the award's purpose.

B. 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 8 of this section.

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 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.

7. The Award shall be presented at the Council Meeting.

8. The points shall be based on: State, Regional, and National Level Point Value

- Committee Chairmanships held 3 points each
- State Meetings, Conferences, and Conventions Attended 2 points each
- General Participation 3 points maximum

### **Local Association Level**

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

### **Education**

- Insurance education courses, classes, seminars, and institutes attended (10 point maximum) 1 point each
- CPIW/CPIM designation 2 points
- Other insurance designations ie CPCU, CIC, CLU, ARM AAI, AIS, AAU, etc 1 point each

MINIMUM points required for eligibility: 23 points

9. – The award shall consist of a plaque and shall not exceed \$50.00

**Reason for Amendment:** To establish a Member of the Year Award Category for the California Council of NAIW, International

**CALIFORNIA COUNCIL  
MEMBER OF THE YEAR  
SCORING SHEET**

**Judge's**

**Name** \_\_\_\_\_

-

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Association** \_\_\_\_\_

\_\_\_\_\_

**SECTION I – STATE, REGIONAL AND NATIONAL LEVEL POINT VALUE**

This section describes the candidate's involvement 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 – 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; CPIW/CPIM designation; and other insurance designations.

**SCORE**

\_\_\_\_\_

**SECTION IV – ESSAY AND RESUME**

This section contains an essay of not more than 1,000 words, which addresses the nominee's qualifications in as stated in the award's purpose; a detailed resume, which includes, but is not limited to, the categories listed in the point system.

**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. Twenty Five percent (25%) of the money raised at the Council meeting from the silent auction 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** 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 or the California Council  
Member 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.