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**Nomination and Application**

The Florida Recreation and Park Association’s Achievement Award recognizes an individual who has provided special or unusual service to the Association and the parks, recreation, and leisure services profession. This Nomination and Application will be completed by the person nominating the individual and the individual themselves so please take care to read carefully who will complete what section. ***Individuals receiving this award must have been active in Association activities within ten years of their nomination.***

**Minimum Criteria for Award Nominee:**

* Performed special or unusual service to the field of parks and recreation.
* Current member of FRPA for at least the 5 years leading up to the nomination.
* Employed as a parks, recreation or leisure services professional for at least 10 years.
* Maintains a professional image in their community, both on and off the job, and at conferences.
* One example of service in each of the following categories with at least one qualification under subheadings A, B and C: (place a check beside the qualifying criteria and return with the nomination)

1. FRPA Service\* (***30 points max in this category***)

\_\_\_\_ Served as an elected or appointed member of the FRPA Board of Directors

\_\_\_\_ Served as a chair of an FRPA State Committee/Task Force/Workgroup

\_\_\_\_ Served as an active member of an FRPA State Committee/Task Force/Workgroup

1. Professional Service (***30 points max in this category***)

\_\_\_\_\_ Speaker at city, county, state, or national education program on a topic relative to the parks and recreation field.

\_\_\_\_\_ Writing or research on topics relative to the field of parks and recreation and published in a publication. (Can be an in-print, online or electronic medium - Not agency publications.)

\_\_\_\_\_ Service to allied organizations such as the FRPA Foundation, NRPA, League of Cities, Association of Counties, or other non-profit organization promoting parks, recreation, outdoor recreation and the protection of the natural environment.

\_\_\_\_\_ Outstanding or unusual contribution to the profession which cannot be classified in any of the above

1. Community Service (***10 points max in this category***)

 Rendered service outside the parks, recreation, and leisure services profession, to one’s community. This is intended to go beyond the organizations you are a member of because of the nominee’s job.

1. Certification (***5 points max in this category***)

 Current certification through a national certifying body, under a plan which requires continuing education to maintain such certification.

\**Active* service will be verified.

Scoring: In addition to the points that can be earned in each category above, a maximum of 15 points may be earned based on the Nominator’s Narrative. This award will be judged with a maximum of 90 points available. A minimum score of 80 is required to be considered an award finalist. In order to maximize the number of points earned it is imperative that the nominator thoroughly completes all elements of the application. Application must include submission packaged in the format below to be considered.

**Deadlines: Nominator forms – received at FRPA no later than April 30, 2024 | Forms completed by the Nominated – received at FRPA no later than May 7, 2024.**

**Nomination Form and Narrative**

**TO BE COMPLETED BY THE INDIVIDUAL MAKING THE NOMINATION IF DIFFERENT
FROM THE INDIVIDUAL BEING NOMINATED**

*(will be reviewed and scored as part of the Award submission and accounts for a maximum of 15 points)*

|  |  |
| --- | --- |
| **Nominator Name** |  |
| **Nominator Phone**  |  |
| **Nominator Email Address** |  |
| **Nominator Relationship to Nominee** |   |
| **Name of Nominee** |  |
| **Nominee Address** |  |
| **City/State/Zip** |  |
| **Nominee Agency** |  |
| **Nominee Email Address** |  |
| **Nominee Job Title** |  |
| **Does this nominee represent an underrepresented population?** |  |

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| **NOMINATOR’S NARRATIVE (15 points max) | max 3 Pages; 1.5 spaced; 12 pt font:** Having reviewed the criteria to be nominated for the FRPA Achievement Award, attach no more than three pages providing additional information as to why you believe the individual being nominated is deserving of this recognition. This is your opportunity to share with the Committee the merits of the individual you are nominating. Your narrative is scored as part of the Nominee’s application. |

Your application and submission will be reviewed by a panel. The panel will score your application and submission based not only on the completeness of your application, but also for how creative and thorough you are in your submission and narrative descriptions. This application is not just a checklist. It is an opportunity for you to demonstrate how you excel, and it should serve as a model for other park and recreation professionals.

**SUBMISSION FORMAT**: All Award Nominations must be submitted electronically. Please follow the steps below to make your submission:

1. Complete the nomination form (page two) by typing directly onto this document. This must be included in your final submission.
2. Type your responses to the Narrative sections.
3. Your submission should be in this order:
	1. Checklist (page 1)
	2. Nomination Form (page 2)
	3. Narrative
4. You do not need to submit pages 4-6 – this will be completed by the nominated individual.
5. If you need direction about creating a pdf from multiple documents, [click here](https://connect.frpa.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=a90c9f1e-e614-677a-0e91-8adfc211813a&forceDialog=0).

**All applications MUST BE TYPED. NO HANDWRITTEN SUBMISSIONS WILL BE ACCEPTED.**

**Complete the Nomination Form in its entirety and send as ONE pdf file to** **eleanor@frpa.org****.**

**To be eligible, nominations must be received via email no later than April 30, 2024. You will receive a confirmation email that the nomination has been received.**

**Once your submission is received, the individual you have nominated will be forwarded the Award Submission Form to complete (below).**

**Application**

**TO BE COMPLETED BY THE NOMINATED**

|  |  |
| --- | --- |
| **Name of Nominee** |  |
| **Nominee Phone Number** |  |
| **Nominee Email Address** |  |
| **Current FRPA Member Since** | (minimum of 5 years) |

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| **FRPA SERVICE (30 points max):** As support of your information, please attach a current copy of your Association Service Records (profile) available on the FRPA website, in addition to completing the information below: |

***\*\*****At least one example of FRPA Service must have taken place within the past ten years.*

What elected or appointed position on the FRPA Board of Directors have you held? (list position and years held)

|  |  |
| --- | --- |
| **Position** | **Dates Served** |
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|  |  |
|  |  |

What State Committee /Task Force/Workgroup have you chaired? (list years chaired)

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| --- | --- |
| **State Committee, /Task Force/ Workgroup** | **Dates Served** |
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|  |  |
|  |  |

What FRPA Committee/Task Force/Workshop have you been an active member of? (list years served)

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| --- | --- |
| **State Committee/Task Force/Workgroup** | **Dates Served** |
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| **PROFESSIONAL SERVICE (30 points max)**  |

***\*\*****At least one example of Professional Service must have taken place within the past two years.*

List any city, county, state, or national program at which you were a speaker promoting the field of parks and recreation: (Expand the table below if necessary)

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| --- | --- |
| **Program / Event Topic (1 hour in length)** | **Year** |
|  |  |
|  |  |
|  |  |

List any published article(s) in external newspapers, pamphlets, or periodicals relative to the field of parks and recreation: (Expand the table below if necessary)

|  |  |  |
| --- | --- | --- |
| **Name of Publication** | **Topic** | **Year Published** |
|  |  |  |
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|  |  |  |

List any blogs/podcasts/electronic platform relative to parks and recreation that you have authored or co-authored: (Include URL or attach a copy)

|  |  |  |
| --- | --- | --- |
| **Name of Publication/ URL** | **Topic** | **Year Published** |
|  |  |  |
|  |  |  |
|  |  |  |

List any research or survey(s) you have published relative to the field of parks and recreation:

|  |  |
| --- | --- |
| **Title of Research / Survey** | **Year Published/Completed** |
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List any service to allied organizations such as the FRPA Foundation, NRPA, Florida League of Cities, Association of Counties, or other non-profit organization promoting parks, recreation, outdoor recreation and the protection of our natural environment.

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| --- | --- | --- |
| **Organization** | **Service / Positions**  | **Dates Served** |
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List any outstanding or unusual contributions you have made relative to the field of parks and recreation that cannot be placed in a category above:

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| **COMMUNITY SERVICE (10 points max) | max 2 pages; 1.5 spaced; 12 pt font:** Attach no more than two typed pages providing a narrative which demonstrates your community involvement. Please list, in order of importance to you, the community, civic, professional, social, and other organizations in which you have been a member, and provide a description of what you have contributed to the organization (including years of involvement). This section is intended to capture service, not just memberships in organizations, and should not include work for organizations that is required as part of your job. |

*\*\*At least one example of Community Service must have taken place within the past ten years.*

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| **CERTIFICATION (5 points max):** Attach documentation of current certifications that you maintain through a national certifying body, under a plan which requires continuing education to maintain such certification. |

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| **EXPERIENCE:** Attach a current resume with complete employment history and information. |

Your application and submission will be reviewed by a panel. The panel will score your application and submission based not only on the completeness of your application, but also for how creative and thorough you are in your submission and narrative descriptions. This application is not just a checklist. It is an opportunity for you to demonstrate how you excel, and it should serve as a model for other park and recreation professionals.

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2. Type your responses to the Narrative sections.
3. Your submission should be in this order:
	1. Nomination Form (page 4)
	2. Professional Service (page 4 – 5)
	3. Community Service
	4. Certification
	5. Resume
	6. Supplementary Material
4. If you need direction about creating a pdf from multiple documents, [click here](https://connect.frpa.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=a90c9f1e-e614-677a-0e91-8adfc211813a&forceDialog=0).

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