

# VVA NATIONAL AWARDS CRITERIA

**AND THE NOMINEES ARE...** Each year, VVA presents awards to VVA members and organizations. Those awards are for outstanding service and dedication to Vietnam veterans and the issues affecting them and their families. Nominations are submitted by VVA leaders or are a result of a committee recommendation. Award decisions are made by VVA's national officers, by the National Board of Directors, or by the National Awards Committee, depending on the type of award. An exception to the criteria for the nominations in the following categories may be considered only by the VVA National President.

## **VVA Member of the Year and Incarcerated Member of the Year**

VVA Member of the Year and Incarcerated Member of the Year Nominations may be submitted only by the president of the member's Chapter. Nominations cannot be accepted from other members of the Chapter or from a member. If the nominee is the Chapter president, the State Council president (in consultation with the other Chapter officers) may make the nomination.

For each Member of the Year nomination, the State Council president must sign the nomination form and attach a separate letter of support. If no president exists for the state, or if the state president is the nominee, the regional director should submit and sign the form and provide the letter of support. In addition to information that supports and strengthens the nomination, the following must be included for each Member and Incarcerated Member of the Year nomination:

1. Evidence of individual's commitment to the goals and purposes of VVA.
2. Details of individual's service to VVA.
3. Average time volunteering for VVA (per week, per month, or per year).
4. Information about individual's personal goals in VVA and how they help further the organization's goals.
5. Individual's efforts and success in recruitment and retention of members.
6. Details of individual's service to his or her community.
7. Notable accomplishments.
8. Positions held in VVA.
9. Required letter(s) of support and signatures.

## **VVA Chapter of the Year and State Council of the Year**

Submissions for these two awards are by self-nomination. For VVA Chapter of the Year, the official nomination form must be submitted by the Chapter president and must contain his or her signature, as well as that of the State Council President (if one exists), and the regional director. Both the State Council President and the Regional Director must attach letters of support for the nomination. For VVA State Council of the Year, the nomination form must come from the State Council President and must contain the signatures of and a letter of support from both the State Council President and the Regional Director.

What follows is the information required for nominations for these two awards: A. Details about the

Chapter or State Council's service and accomplishments, and B. financial information.

**A. Service and Accomplishments:**

1. Evidence of the Chapter or State Council's commitment to the goals and purposes of VVA.
2. Details of Chapter or State Council's service to its members.
3. Chapter or State Council's efforts and success in recruitment and retention of members.
4. Details of Chapter or State Council's service to its community.
5. Notable accomplishments.
6. If a Chapter, the year it received its charter; if a State Council, the year it was founded.
7. Required signatures and letters of support.

**B. Financial Requirements:**

Nominees for Chapter of the Year and State Council of the Year must be in good standing with the VVA national office. This means that the fiscal year financial statement, along with evidence of, or a waiver for, bonding must be on file with the national office. Please insure that this obligation is met prior to making a nomination. Additionally, nomination submissions must contain the following financial information:

1. How the finance committee of the Chapter or State Council functions (see VVA Constitution, Article IV, Section1).
2. A copy of the most recent treasurer's report (financial statement) submitted as part of the last regular meeting of the Chapter or State Council.
3. A copy of the current budget of the Chapter or State Council, or an explanation of why there is no budget.
4. A list of any Chapter or State Council fundraising programs that are considered restricted activities (in accordance with the VVA Constitution). If the Chapter or State Council is engaging in such activity, a copy of any contracts or agreements, along with the approval form from the national office, must be included with the nomination form.

**Chapter Newsletter and E-Mail Newsletter/State Council Newspaper and E-Mail Newspaper of the Year**

The submission process for Chapter Newsletter and E-Mail Newsletter of the Year and State Council Newspaper and E-Mail Newspaper of the Year is by self-nomination. For the Chapter Newsletter and E-Mail Newsletter of the Year award, nominations should be submitted by the Chapter President and contain his or her signature, as well as that of the Newsletter Editor and the State Council President. The State Council President also must attach a letter of support to the nomination form. If no State Council President exists, the nomination form with signature and letter of support should be submitted by the Regional Director.

For the State Council Newspaper and E-Mail Newspaper of the Year, award nominations must be submitted by the State President and contain his or her signature, as well as that of the newspaper editor and the regional director. The regional director also must include a letter of support.

To be eligible for an award, a newspaper, newsletter, or e-mail newsletter (1) must be published by a VVA State Council that is tax- exempt under Section 501(C)(19) (war veterans organizations) of the Internal

Revenue Code; (2) must have a publisher who is an officer or director of the VVA State Council; and (3) must say that it is the publication of the VVA State Council. A newspaper or newsletter that is published by an organization that is tax-exempt under Section (501)(c)(3) (religious, charitable, scientific, or educational organizations) is not eligible for an award.

A nomination for the newsletter or newspaper award must include the official nomination form, along with five copies of the three most recent editions of the publication. Publications will be judged on editorial content, readability, organization, clarity of expression, layout, and graphics.

#### **VVA CHAPTER AND STATE COUNCIL WEBSITES OF THE YEAR**

The submission process for the Website of the Year is by self-nomination. Nominations should be submitted by the Chapter or State Council President and contain his or her signature, as well as that of the Webmaster. The State Council President also must attach a letter of support to the nomination form. If no State Council President exists, the nomination form with signature and letter of support should be submitted by the Regional Director.

To be eligible for an award, the Website (1) must be published by a VVA Chapter or State Council that is tax-exempt under Section 501(C) (19) (war veterans organizations) of the Internal Revenue Code; (2) must have a publisher who is an officer or director of a VVA Chapter or State Council; (3) must say that it is the website of a VVA Chapter or State Council; and must not be the work of a contracted professional. A Website that is published by an organization that is tax-exempt under Section (501)(c)(3) (religious, charitable, scientific, or educational organizations) is not eligible for an award.

A nomination for the Website must include the official nomination form, along with the URL (website address), and will be judged on editorial content, readability, organization, clarity of expression, layout, and graphics.