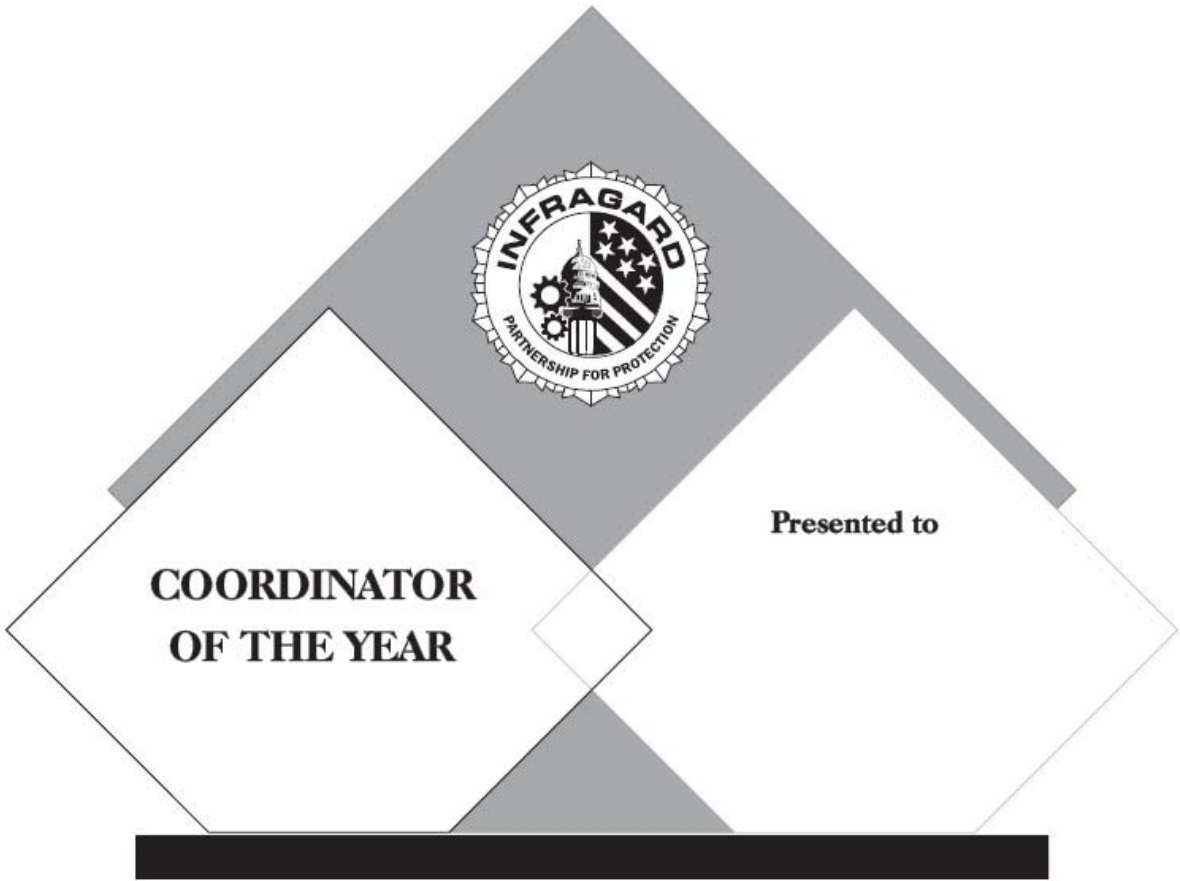


# 2008 Coordinator of the Year Award



# **2008 InfraGard Coordinator of the Year Award**

## **Background**

InfraGard began as a local initiative in Ohio, with a single chapter and the local FBI field office. Over the years, InfraGard has grown, in some areas due to significant contributions by those dedicated FBI agents whose duties have included coordinating with the local InfraGard chapter. In some cases, these efforts have included significant personal dedication and contribution that stands out as exceptional. At the request of InfraGard members, to honor those outstanding coordinators whose extraordinary dedication and efforts have contributed to the advancement of InfraGard, this award was created.

## **The Award**

The award is engraved 7.75"x10.5" black and clear glass on a black marble base pictured on the title page of this document. It is given annually to up to 3 InfraGard coordinators who are selected from all nominations received by the InfraGard Awards Committee. The award is presented at the annual meeting of the InfraGard National Congress.

## **Eligibility**

All InfraGard FBI coordinators are eligible to be nominated for the award.

## **Selection**

The InfraGard Awards Committee will select the annual award recipient each year, from all nominations received by the nominations closing date. The criteria for selection of the recipient are subjective and are based solely on the written submissions.

*The identification of the award recipient will remain secret until announced at the time of award presentation,* although the recipient will be invited to attend the InfraGard National Congress to receive the award in person. Decision of the awards committee will be final.

To assure that the selection process is fair and objective, multiple judges evaluate and rank the nominations independently. Because each nomination is scored individually, multiple nominations for the same nominee do not bias the outcome of the process. Each judge's interpretation of the criteria and the written nomination comments bring diverse, subjective values appropriate to a national process representing different regional concerns into the selection process. Individual judge's scores for each nominee are tabulated upon submission.

If your chapter submits a nomination, it is required that it be kept confidential, between the chapter and the Awards Committee. This policy assures that the process is a positive experience for all involved, while respecting the feelings of those ultimately not selected for the award. Consequently, nominations, scoring, and work of the Awards Committee are proprietary to the Awards Committee and will not be disclosed, beyond the selection of the recipients.

## **Nominations**

Each officially recognized InfraGard chapter may submit one nomination annually for the InfraGard Coordinator National Award. The Awards Committee encourages all InfraGard members to communicate nominee preferences to their local chapter leadership.

***Nominations must be received by the committee not later than 5 pm central daylight time on May 2, 2008, the nomination's closing date.***

Each nomination should explain in detail the Nominee's efforts, activities and achievements, and how these have contributed to the advancement of InfraGard and supported InfraGard's goals.

Each nomination should include ***all the information indicated*** in the ***Email Nomination Format, or the Nomination Form*** on pages 4 and 5 of this document. It is not necessary to submit nominations using the Form included here, as long as all the necessary information is included. Additional pages may be submitted if necessary.

Please submit nominations in electronic format – plain text, rich text format, MS Word, or PDF, via *email*, with *email return receipt* to: Janis Rose, 2008 Awards Chair ([jrose2@uis.edu](mailto:jrose2@uis.edu)).

Each nomination received will be acknowledged with a confirmation email message, normally within 24 hours. If you do not receive a confirmation of receipt for your nomination, please send a follow-up inquiry.

## **2008 Coordinator Award Calendar**

- Nominations Open: April 15, 2008
- Nominations Close: May 2, 2008 at 5:00 pm CDT
- Selection Process Complete: May 6, 2008
- Announcement of Award Recipient: June 2, 2008 at the 2008 InfraGard National Congress

## Email Nomination Format

Ensure that you include ALL of the information below in your email nomination.

---

To: Janis Rose [jrose2@uis.edu]

Subject: 2008 Coordinator of the Year Award Official Nomination

Award Year: 2008

InfraGard Chapter: <insert chapter name>

Chapter Contact: <insert official chapter contact person>

Chapter Contact: <official chapter contact person>

Chapter Contact Phone and Email Address: <phone & email address of chapter contact>

Nominee Name: <name of the person you are nominating>

Nominee Title: <job title of the person you are nominating>

Nominee Affiliation: <chapter or organization of the nominee>

Nominee Contact: <address, email, phone>

Part I - Briefly chronicle the nominee's history with InfraGard:

<Insert part I here>

Part II - Explain how this nominee's exceptional service, personal commitment, outstanding support of the national InfraGard program, and contributions helped further InfraGard's goals and mission:

<Insert part II here>

Part III - Describe how this nominee is helping ensure the advancement of InfraGard's work into the future:

<Insert part III here>

## 2008 InfraGard Coordinator National Award Nomination Form

Attach additional pages as necessary

Submit completed nomination to: Janis Rose [jrose2@uis.edu]

InfraGard Chapter:

---

Contact Name:

---

Chapter Contact Phone and Email Address:

---

Nominee Name:

---

Nominee Affiliation:

---

Nominee Contact:

---

Part I - Briefly chronicle the nominee's history with InfraGard.

---

---

---

---

---

---

---

---

---

---

Part II - Explain how this nominee's exceptional service, personal commitment, outstanding support of the National InfraGard Program and contributions have helped further InfraGard's goals and mission:

---

---

---

---

---

---

---

---

---

---

---

---

Part III - Describe how this nominee is helping ensure the advancement of InfraGard's work in the future.

---

---

---

---

---

---

---

---

---

---

---

Award Committee			
Date Received:		@	By: