

APPENDIX P-3

GUIDELINES FOR AWARDS COMMITTEE PARTICIPATION

1. Each State GI Forum may have one (1) voting representative on the awards committee.
2. Committee members shall be AGIF members in good standing.
3. If a committee member is related to an award nominee, or a member of a nominated chapter, the member must abstain from voting on that award. It is preferred that Committee Members not be related to any applicants or members of nominated chapters. State Commanders/Chairpersons should approve the committee member from their state and assure the lack of conflict of interest.
4. In case of a tie, the committee chairperson shall vote.
5. No absentee voting or voting by proxy.
6. Committee members must be willing to devote the necessary time to review the applications and make the selections.
7. An official evaluation form will be used to make the selections.
8. Committee members must maintain confidentiality of committee discussions and selections.
9. Committee chair and appointed tally person will be the only ones that know the scoring results before they are announced at the awards banquet.
10. All tally worksheets will be retained for two years. The forms will be signed by the committee member and the tally person will verify with signature each total score.

APPENDIX P-3

Award Selection Worksheet

1. Three references and their letters are attached and address the qualifications of the nominee. (Dr. Hector P. Garcia Award only) - 5 points possible for each reference.
 - 1.1. First reference _____
 - 1.2. Second reference _____
 - 1.3. Third reference _____

Total Points(Maximum of 15 points possible)_____

2. Continuous years in the American GI Forum
 - 2.1. One Year (5 points possible) _____
 - 2.2. Two – five years (10 points possible) _____
 - 2.3. Five + years (15 points possible) _____
 - 2.4. Bonus for very active new member (5 points possible)_____

Total Points (Maximum of 15 points possible)_____

3. People impacted/influenced by nominee
 - 3.1. Range of influence
 - a. Local (5 points possible) _____
 - b. State (10 points possible) _____
 - c. National (15 points possible) _____
 - 3.2. Project involved has show continuity – continued and grown
 - a. New project – 1st year (5 points possible) _____
 - b. 2 year project (10 points possible) _____
 - c. 3+ years project (15 points possible) _____

Total Points (Maximum of 15 for each category)_____

4. Projects nominee was involved in during the immediate past year.
 - 4.1. One project (5 points possible) _____
 - 4.2. Two projects (10 points possible) _____
 - 4.3. Three or more projects (15 points possible) _____

Total Points (Maximum of 15 points possible) _____

Grand Total Points for Nominee

(75 points possible for Dr. Garcia award and 60 for other awards)

APPENDIX P-3

Tally Person's Verification _____
Signature

Nominee _____
Name of Chapter or Member

State _____ Date _____
Committee Member's Name _____