

2010 TRPA Awards Program

The Four Star Awards are designed to recognize TRPA agency members

Individual Awards:

- ❖ Fellow Award
- ❖ Lifetime Member Award
- ❖ Distinguished Young Professional
- ❖ Volunteer Service Award

Four Star Awards:

- ❖ Marketing
- ❖ New Facility Design
- ❖ Renovated Facility Design
- ❖ Recreation Program
- ❖ Special Event – **NEW**
- ❖ Individual Service
- ❖ Benefactor

Branch and Section Awards:

- ❖ Aquatics – Longfellow Aquatics Award
- ❖ SEAM – Awards in Dance, Marketing, Music, Theater, and Special Events
- ❖ Ethnic Minority – Donald H Stanton Award
- ❖ Municipal/County – Robert H Horsley Award, Maynard Glenn Award, Wayne Hansard Award
- ❖ Resource Management – Award for Excellence

AWARDS DEADLINE: THURSDAY, AUGUST 12, 2010 4:00 PM CDT

APPLY ON LINE AND JUST MAIL IN YOUR CD! GO TO www.trpa.net for more information

Four Star Awards: Please mark the appropriate award program and category on the nomination form.

Recognition is given in each of the following categories:

Category I	Population 100,000 and over	Category V	Population 5,000 – 9,999
Category II	Population 40,000 – 99,999	Category VI	Population 4,999 and under
Category III	Population 20,000 – 39,999	Category VII	Others: Military, TVA, State Parks, Churches and Non-profits
Category IV	Population 10,000 – 19,999		

Eligibility: Four Star Award nominations are open to all TRPA agency members in good standing. (To check the status of your agency membership or to become an agency member, please contact the TRPA office at 615-494-5770.)

- ❖ All project/activity nominations have been completed or implemented within the past twelve months.
- ❖ Each nomination must be related to a specific function or single site.

Narrative Criteria for All Awards: Submit a (2) page (maximum) with 1" top and bottom margins; 12-font spacing; double spaced narrative describing why the nominee is worthy of this award. Please address the following specific criteria within each category listed within this document. Digital Pictures/Information must be submitted in digital form on CD; 3 ½ inch floppy disc will not be accepted. You may submit up to 25 digital photos with each application. – Please note all photos become the property of TRPA and may be used by TRPA in any format.

❖ Renovated Facility Award

1. Describe the type of renovated facility.
2. Explain how the renovated facility supports an existing recreation program or if it helped to create a new program(s)
3. How does the design feature(s) of this renovated facility benefit the community (energy, maintenance, maximum usage, accessibility and historical significance – if applicable)?
4. What, if any, cooperative agreements were made to finance the project and/or to program the facility?
5. What specific features make this facility an award nominee?
6. Submit at least three (3) digital photos on disk: one (1) of the facility before and two (2) after renovation(s) were completed.

❖ Special Event Award

1. Describe the event.
2. How does the special event serve and benefit the community, enhance or complement existing events/programs?
3. What was the funding source, revenue produced, organization receiving income or other funding efforts?
4. Describe any sponsorships, cooperative agreements, partnerships implemented.

5. What specific feature(s) make this special event an award nominee?
6. Submit two (2) digital photos on disk of the event.

❖ **Program Award**

7. Describe the type of program.
8. How does the program serve and benefit the community, enhance or complement existing programs?
9. What was the funding source, revenue produced, organization receiving income or other funding efforts?
10. Describe any sponsorships, cooperative agreements implemented.
11. What specific program feature(s) make this program an award nominee?
12. Submit two (2) digital photos on disk of the program.

❖ **Marketing Award**

1. Describe the type and purpose of the marketing campaign.
2. Explain how the marketing piece/program supports an existing recreation program(s) or facility.
3. How does the design of this new marketing piece/program benefit the provision of services to the community (who are you reaching with this, that you did not reach before)?
4. What, if any, cooperative agreements were made to finance the piece/program?
5. What specific feature makes this marketing piece/program an award nominee?
6. Submit up to two (2) issues in a digital (jpg, tif or pdf) format on disk.

❖ **New Facility Award**

1. Describe the type and purpose of the new facility.
2. Explain how the new facility supports an existing recreation program(s) or if it helped to create a new program(s).
3. How does the design feature(s) of this new facility benefit the provision of services to the community (energy, maintenance, maximum usage, accessibility, and location)?
4. What, if any, cooperative agreements were made to finance the project and/or program the facility?
5. What specific feature makes this facility an award nominee?
6. Submit three (3) digital photos on disk of the facility.

❖ **Individual Service Award** *This recognition is for an active member of a park board, commission or council*

1. Give the name of the board, commission, committee or council the nominee is affiliated with, its function, and list the position this person holds.
2. How did this person's participation on this board, commission, committee or council influence, benefit and strengthen recreation in the community?
3. What specific accomplishments has this person achieved (donations, fund-raising, volunteer hours, program and facility development and provide specifics in amount of donations, fund-raiser or volunteer names)?
4. Attach any supporting data resulting from this person's effort(s) such as news coverage, legislation, programs, facilities, and funding documentation.

❖ **Benefactor Award** *This award recognizes an individual(s), organization(s) or company that has donated a significant gift to a park and recreation or leisure services department for the purposes of enhancing the quality of life in their community.*

1. Nominee's gift to the department/agency must have been a minimum value of \$5,000
2. The nominees gift must meet one or more of the following criteria: Financial contribution, Tangible item: i.e. property, physical structure or equipment, In-kind service (a service "labor of love" performed or provided by the nominee, or a product provided by the nominee).
3. A nominee for this award cannot receive any goods, services or monetary compensation for the gift donated.
4. The nominee does not have to hold a TRPA membership to be eligible. The nominating department must be an agency member of TRPA.
5. Explain in detail the contribution or service provided by the nominee to your department. Equate and provide a financial value to the gift.

Narrative Criteria For The Following Awards: Submit a (3) page (maximum) with 1" top and bottom margins; 12-font spacing; double spaced narrative describing why the nominee is worthy of this award. Please address the following specific criteria within each category listed within this document. Digital Pictures/Information must be submitted in digital form on CD; 3 ½ inch floppy disc will not be accepted.

- **Distinguished Young Professional** This award recognizes a young professional that exemplifies the management skills in planning a wide variety of parks and recreation opportunities and activities; whose efforts and commitment to excellence in parks and recreation during the course of the past awards period has set an example that has

raised the standards of parks and recreation; and who through leadership, inspiration and incentive has made noteworthy contributions to their local service area and for the association.

Eligibility

- ❖ Nominee must be an active TRPA member, NRPA preferable.
- ❖ Nominee must have served three to five years on the professional level in parks and recreation and served in the State of Tennessee at least two consecutive years.
- ❖ Certification as a professional either through their State association or national program is preferred. If the nominee is in the process of being certified, please indicate their progress.
- ❖ Nominee must not be over 35 years of age.

Narrative Criteria

1. List memberships in professional organizations, local, state, regional and national levels. Indicate if membership is current or past.
2. List awards, recognitions and honors from professional associations/societies and communities groups, and the appropriate dates
3. Attach a biographical statement that best exemplifies the qualities of the nominee during the awards period (detailed information)

- **Lifetime Member Award** honors and recognizes individuals who have made numerous and/or significant long-term contributions within the parks and recreation profession. This prestigious award can be given to more than one nominee each year. A list of current lifetime members can be found at www.trpa.net/awards.htm

Eligibility

- ❖ Retired from the profession (not working in parks and recreation in any way)
- ❖ Should have served the profession for at least twenty years.
- ❖ Holding current TRPA membership for at least ten years.
- ❖ Past Presidents automatically become a Lifetime Member upon retirement from the profession as long as the above eligibility requirements have been met.

Narrative Criteria Explain why the nominee is worthy of this award, including work history prior to retirement, contributions, and other pertinent information.

- **Fellow Award** This is the highest honor the association can confer on an individual. It recognizes professional members of TRPA that have made outstanding contributions to the recreation field, over and above their normal and expected duties. Each year one Fellow Award is bestowed upon a distinguished member of our Association. A list of Past Fellows can be found at www.trpa.net/awards.htm

Eligibility The nominee must be a professional member of TRPA and should; have been in the recreation field for at least five years. Contributions should have been made over a period of time. It is not intended to honor an individual for a single contribution.

Narrative Criteria Explain in detail why the nominee is worthy of this distinguished recognition. Include a resume, significant contributions and other pertinent information as indicated by the specifics listed below:

1. State the degree to which contributions have been demonstrated on a local, state, regional and national level.
2. State the degree of proficiency attained by the nominee.
3. State the level of achievement or contribution made by the nominee.

A nominee must have made recurring and valuable contributions to the recreation field in one or more of the following areas of accomplishment:

- ❖ **Leadership** – active and exceptional participation as an officer or committee member of TRPA or other organizations closely related to the parks and recreation field.
- ❖ **Research** – initiated or conducted studies or analysis which advanced new ideas, techniques or procedures stimulating the profession or extending its philosophy or methods of practice.
- ❖ **Job Performance** – consistently outstanding performance of all aspects of assigned responsibilities and professional endeavors in the park and recreation field.

- ❖ Education – initiated or conducted training programs or developed training methods or materials for achieving professionals excellence.
- ❖ Public Relations – outstanding contribution in furthering the goals and public image of effective park and recreation functions and the profession through public speeches; participation on forums or panel groups; appearances before radio and television audiences; written articles, manuals or books in the parks and recreation discipline; or in any other manner adding to the prestige and credibility of the profession and building its acceptance by the public.

- **Volunteer Service Award** This award recognizes an individual(s) or organization(s) that has made a significant contribution(s) to the field of parks, recreation and Leisure Services by performing volunteer services.

Eligibility

- ❖ A nominee for this award cannot receive wages or other monetary compensation for the services provided.
- ❖ An organization may include, but is not limited to, public information services, businesses and individual volunteers.

Narrative Criteria

Explain in a detailed the contribution or service provided by the individual or organization representative to your agency or program(s).

TRPA AWARD SELECTION PROCESS

This information is provided to assure that your agency completes the awards application correctly and obtains maximum points in this area of the selection process.

- ✓ The application “form” page 6 must be completely for each entry submitted.
- ✓ Properly check the application award category for the four star awards and the four star population category.
- ✓ Check if the award is for recognition other than a four star award in the lower section of the box in the middle of the page.
- ✓ Complete the nomination submittal section at the bottom of the application.
- ✓ An agency shall submit **no more than 1 nomination** in each award category.

✓ **NEW for 2010 – You may submit up to 25 digital photos with each application.** – Please note all photos become the property of TRPA and may be used by TRPA in any format.

Any information incomplete/missing on the entry form will result in a 2-pt deduction.

Scoring:

- | | |
|---|--|
| 1. Nominee section of application (10 points) | 6. Narrative Description (0 – 50 points) |
| 2. Award category section (10 points) | 7. Service (0 – 20 points) |
| 3. Population category section (10 points) | 8. Funding (0 – 10points) |
| 4. Nomination section (10 points) | 9. Sponsorship & Partnership (0 – 10 points) |
| 5. Signature section (10 points) | 10. Opinion – Is the program/facility an award winner? (0 – 10 points) |

TOTAL POSSIBLE POINTS: 200

Instructions for TRPA Awards Application – On-line Application

- Go to www.trpa.net
- from the advocacy button on the top of the home page choose **Awards**
- on the awards page choose the link for the correct application
- **Please turn off your pop up blocker or set to allow popups from this site.**

- For all on-line awards. In the text boxes please set the font to **Medium** (we highly recommend answering the questions in a word document first then copying and pasting it into the text boxes). Please note you **cannot** save the entry and come back to it at a later time.
- **Please answer all the questions.**
- When your application is complete click the submit button.
- You will receive a confirmation email at the address you listed in the application. If you do not receive a confirmation email, your application was not received! **It is your responsibility to make sure your application is received before the deadline.**

To submit your photos: (on a CD rom or thumb drive – no floppy disks)

- Create a folder for each application you submitted
- Copy photos to the appropriate folder
- Write department name (including city or county name - not just parks and recreation) on outside of CD or thumb drive
- Mail CD or thumb drive to TRPA Awards, 718 Boyd Mill Ave, Franklin, TN 37064.

Instructions for TRPA Awards Application – Paper Application

- Use the Awards Application page as a cover sheet for each award submitted.
- **Format for submittals:**
 - **4-STAR AWARDS ONLY:** Narrative text to be provided on 8.5” x 11” paper. Submit a *(2) page (maximum) with 1” top and bottom margins; 12-font spacing; double spaced* narrative describing why the nominee is worthy of the award. (Digital Pictures/Information must be submitted in digital form on CD; 3 ½ inch floppy disc will **not** be accepted.
 - **INDIVIDUAL AWARDS:** Narrative text to be provided on 8.5” x 11” paper. Submit a *(3) page (maximum) with 1” top and bottom margins; 12-font spacing; double spaced* narrative describing why the nominee is worthy of the award. (Digital Pictures/Information must be submitted in digital form on CD; 3 ½ inch floppy disc will **not** be accepted.
 - Application, including all original exhibits and attachments are to be submitted in a three ring binder, maximum 2” spine.
 - All entries must be sent in a manila envelope with **the award name marked on the outside of the envelope.** (Example: Maynard Glenn Award of Four Star Award). If a department is submitting several awards and shipping them in a box, each entry must be placed in a separate marked manila envelope.
 - Submit any other supporting materials such as photographs. News articles and advertisements in the binder, maximum of 5pages per submittal.
- **NOTE: Facsimile transmissions, e-mail, scrapbooks, and videotapes will not be accepted for purposes of evaluating nominations.**
- Awards ceremony, please submit a brief narrative of 50 words or less **on disk**; 3 ½ inch floppy disc will **not be accepted.**
- Send or deliver award nominations to: Tennessee Recreation & Parks Association, 718 Boyd Mill Ave, Franklin, Tennessee 37064

<p>The deadline for nominations to be in the TRPA Office is 4:00pm CDT, Thursday, August 12, 2010</p>
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For more information on the TRPA Awards contact: Awards Chair, Lisa Clayton 615-794-2103 or lisac@franklintn.gov or the TRPA Office at 615-790-0041. For more information on Branch and Section Awards, please see the contact listed with each award description below.

2010 TRPA Awards Application

APPLY ON LINE AND JUST MAIL IN YOUR CD! See On-line Application instructions for more information You may submit a given program for both Branch/Section Awards and Four Star Awards, but you must submit two separate entries. An agency should submit no more than 1 nomination in each Four Star category.

Applications must be in the TRPA Office by 4:00pm CDT, Thursday, August 12, 2010

Nominee: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

This is an application for:

Four Star Population Categories: (must be completed for Four Star applications)

- ___ Four Star Marketing
- ___ Four Star Renovated Facility
- ___ Four Star Program
- ___ Four Star New Facility
- ___ Four Star Individual Service
- ___ Four Star Benefactor
- ___ Four Star Special Event

- ___ I (100,000 and over)
- ___ II (40,000-99,999)
- ___ III (20,000-39,999)
- ___ IV (10,000-19,999)
- ___ V (5,000-9,999)
- ___ VI (4,999 and under)
- ___ VII (Others: Military, TVA, State Parks, Church and Non-Profits)

- ___ Fellow Award
- ___ Volunteer Service
- ___ Lifetime Member Award
- ___ Young Professional Award

- ___ Aquatics Longfellow Award
- ___ Resource Management Award for Excellence
- ___ Municipal/County Robert Horsley Award
- ___ Municipal/County Maynard Glenn Award
- ___ Municipal/County Wayne Hansard Award

Nomination Submitted By (TRPA Professional Member): _____

Agency: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

If you are selected as a winner TRPA will provide you with **one** copy of your award. If you would like to order additional copies at \$65 each, please complete here: Please prepare _____ extra copies. I will pay for any additional copies I order. Additional copies will only be produced if this application is accepted as a winner. (Does not apply to volunteer service.) If I wait and order after the Awards Ceremony they will be \$95 for each extra copy.

Director's Signature: _____

_____ Awards ceremony submittal "brief" narrative of 50 words or less **on disk**; (3 1/2 inch floppy disc will not be accepted).



Branch & Section Awards



The Longfellow Aquatics Award

is given each year to a person, persons or agency responsible for outstanding programming or accomplishments in Aquatics. It is presented in honor of Commodore W. E. Longfellow who started the American Red Cross Lifesaving Service in 1914.

Please submit a 1-3 page narrative outlining the program facility, person or agency accomplishments. For more information, contact Pam Henry 931-684-9780

Special Events Arts & Marketing Awards The main focus of these awards is to recognize innovation and creativity and inspire others to develop similar programs in their own area. The categories for nomination: Dance, Marketing, Music, Theater, and Special Events. One award will be present in each category.

Agencies can nominate one award in each of the categories. The program, event, activity or marketing piece must have been presented during the last twelve months. Please submit a 1-3 page narrative, double spaced, describing your submittal. Please include information concerning budgetary needs, interagency cooperation, staffing needs, target audience, overall outcome and future plans for program, activity, event or marketing piece. If submitting for a specific person in the target area, please list the person's title, years of service, outstanding contributions to the nominated area, and future plans of the person in the nominated area.

Support material for all nominations, except the Marketing Category, must be in a notebook no bigger than 1" with the. Photos, articles, flyers, etc. may be included as a support material but videos or power point presentations may not be included (except in the marketing category). To receive an application please see the TRPA website or for more information please contact Tonya Vaden 931-645-7476

The Donald H Stanton Award Any TRPA member may submit an award program notebook to the Ethnic Minority Section (EMS) at the conference in each of the four districts. The Donald H Stanton Award is presented to the Community Center determined to have the best overall State-wide program. For more information, please contact CC Carr 615-893-1802

The Award for Excellence is presented by Resource Management to one individual, agency or organization (public or private) that has demonstrated outstanding achievement in the field of Resource Management.

Nominations may be submitted by TRPA members only. Provide a 1-3 page narrative of nomination including accomplishments, success, and/or description of special projects that document why the nominee deserves the award. For more information please contact Melissa Bell 615-313-0603

Robert H Horsley Award is given annually by the Municipal/County Section to recognize community center personnel, who have planned, conducted or were responsible for the *Most Outstanding Recreation Program* during the year. See criteria and submittal information below.

Maynard Glenn Award is given annually by the Municipal/County Section to personnel or specialists who have planned, conducted or were responsible for the Most Outstanding Recreation Program during the year. See criteria and submittal information below.

Wayne Hansard Award developed by the Municipal/County Section recognizes the personnel who have demonstrated *Excellence in the Maintenance of Parks, Facilities, and/or Grounds* in a cost effective and efficient manner for the safety of the citizen user or user group. See criteria and submittal information below.

Criteria for all Municipal/County Awards:

1. Nominations must be submitted by current professional members only. The Wayne Hansard Award nominees must be employed by a TRPA Agency Member department.
2. Other nominees must be a current member of TRPA.
3. Nominations must be placed in the proper category outlined above, based on their present position.
4. Nominations must be submitted based upon programs or projects initiated and conducted during the current award year.
5. Selection will be based on the program's innovation and the extent to which it helped better serve its constituency.

Directions for all Municipal/County Awards submittal:

- Please follow the directions and send what is required – NO MORE, NO LESS!
- Provide a typed 1-3 page narrative double-spaced. Place the nominee's name and award category at the top of the page. The narrative should focus on the employee's contribution to the agency/department; the program or maintenance impact and the professional attributes of the employee (i.e. job performance, leadership, public relations, accountability).
- Staple the TRPA Awards application form to the 1-3 page narrative. No folders or binders.
- **IMPORTANT:** Send 4-6 color photos that support your nomination (i.e. photos of the nominee at work; programs the nominee is responsible for; complete projects).
- **NO OTHER SUPPORT MATERIALS.** For more information on any of the Municipal/County Awards, please contact Shan Criswell 901-385-5563



2010 TRPA President's Cup Application

Awards Categories

Category 1 - Population 100,000 and over

Category 4 - Population 10,000-19,999

Category 7 - Other (Military, TVA, State, Churches and Non-profits)

Category 2 - Population 40,000-99,999

Category 5 - Population 5,000-9,999

Category 3 - Population 20,000-39,999

Category 6 - Population 4,999 and under

Application Deadline 4pm, August 12, 2010

Mail Talley Sheets to:

TRPA President's Cup Awards,
718 Boyd Mill Ave, Franklin, TN 37064

2008 President's Cup Recipients

Maryville/Alcoa/Blount County Parks and Recreation
No Applications Submitted
City of Bristol Parks and Recreation
Brownsville-Haywood County Parks and Recreation
Pigeon Forge Parks and Recreation
No Applications Submitted
No Applications Submitted

2009 President's Cup Recipients

Murfreesboro Parks and Recreation
Kingsport Parks and Recreation
Morristown Parks and Recreation
Goodlettsville Parks and Recreation
Pigeon Forge Parks and Recreation
Gatlinburg Parks and Recreation
No Applications Submitted

Category I
Category II
Category III
Category IV
Category V
Category VI
Category VII

DEPARTMENT _____

Category _____

BASIC POINTS AWARDED FOR:	Dept. Totals	Staff Member	Event or Activity
Agency Membership as of June 30, 2010 (20 points)			
Staff Attending 2010 TRPA School (20 points)			
Staff Attending TRPA Conference (20 points)			
Department Has Fulltime Staff Certified employees(s) (5 points)			
Submitting TRPA Four Star Award Application (10 points)			
NRPA Congress attendance (5 points)			
Department Has Fulltime Staff members of TRPA (15 points)			
NRPA Membership (5 points)			
TOTAL			

DEPARTMENT _____

Category _____

BONUS POINTS AWARDED FOR:	Dept. Totals	Staff Member	Event or Activity
Department has volunteered and been accepted to host a future school or conference (10 points)			
Staff Writing Articles For Magazine (3 points)			
TRPEF members (4 points per member)			
TRPEF Scholarship Applications (4 points each)			
NRPA Mid-Year Legislative Forum attendance (10 points)			
Staff Actively Serving On Committees (3 points)			
Staff Teaching Sessions At TRPA Schools or Conference (3 points)			
Staff Writing Support Letters To Legislators (5 points per letter)			
Winning a Four Star Award (5 points)			
Winning a Branch or Interest Section Award (5 points)			
Donation (\$100 or more value either cash or equipment only) to TRPA or TRPEF (5 points)			
TOTAL BONUS POINTS			

Must submit copy or verification with Talley Sheet to receive Credit Points

BASIC POINTS TOTALS	
BONUS POINTS TOTALS	
DEPT. GRAND TOTALS	

Application Deadline 4pm, August 12, 2010

