

TRPA Fellow Award Application

INCLUDE this form with your narrative word document and digital photos.

**Applications must be submitted by 4pm CDT, Tuesday, July 11, 2023
via [wettransfer.com](mailto:candi@trpa.net) to candi@trpa.net**

The Fellow Award is TRPA's highest award to honor and recognize individuals who have significantly contributed to and influenced TRPA and the parks and recreation profession throughout his/her career. Since 1972, this award has recognized professional members of the TRPA that during their career have made outstanding contributions to the parks, recreation and conservation field over and above their normal and expected duties. This award is not intended to honor an individual for a single contribution.

This award is not necessarily awarded each year.

The nominee will be responsible for payment and arrangements for his/her attendance at the TRPA Opening Party or the appropriate time during the conference, should he/she be chosen to receive this award.

Nominee: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Nomination Submitted By (TRPA Professional Member): _____

Agency: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Cell:** _____ **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, \$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. If I wait and order after the Awards Ceremony there will be \$95 for each extra copy.

I certify the information in this application and narrative are true and that someone from my agency will be present at the Award Program.



Fellow Award Submission Format

Eligibility Requirements for Fellow Award:

- The nominee must be a current **Professional** member of TRPA for at least five years. (Commercial, Student, etc. is not eligible.)
- The nominee must have a minimum of ten years' experience in the general field of Parks, Conservation and Recreation.
- The nominee must have specific leadership service on TRPA committees, Executive Board and/or other special service areas within TRPA.
- The nominee must have demonstrated community service.
- The nominee must have made a substantial contribution to the profession on a state level, local level and/or to TRPA.

Narratives must use the following formatting requirements:

- Double spaced
- Margins on narrow setting (.05 on all sides)
- Font size is Times New Roman, size 12
- Ink color is black
- All narratives must include a header and footer with the following:
 - Header – use three column format with the agency name on the left, project title in the center and 2023 on the right.
 - Footer – use center format with the page number.

NARRATIVES:

Narratives: Please be specific and complete in each category. Note that each section has a possible number of points to be awarded – for a possible total of 100 points.

1. Narrative of Nominee's Contributions (to assist in scoring various areas):

- Provide a brief overview of the candidate. Focus on what makes the nominee unique, how he/she has benefitted your community or agency, how the nominee raises the bar for the profession and your agency. ***Maximum length: narratives/information must not exceed 1 typed page per category.***

2. Professional Organization Involvement (40 points)

- Please list ALL involvement in the appropriate categories. Include specific offices, committees, etc. and the dates served to receive the greatest possible

points in this section. **Maximum length: narratives/information must not exceed 1 typed page per category.**

- **TRPA Service/Involvement on Executive Board and/or Elected Offices:**
(Examples: Executive Board Member 2001-2002; Vice President 2003-2004; Resource Management Section Chair, 2004; District Director, 2006, etc.)
- **TRPA Service/Involvement on Committees and other special areas:**
(Examples: Meeting of the Minds Chair, 2000; Administrative Management Forum Planning Committee, 2006; Conference Host Chair, 2005; Chair, Membership Committee, 1999-2001; Tennessee Recreation and Parks Educational Foundation (TRPEF) Board, 2000-2003, etc.)
- **National and/or Regional Service:** (Examples: presented at NRPA Congress, 2001 & 2007; Representative to National Forum, 2005; Southern Regional Council Chair, 2006; American Park and Recreation Society (APRS) Board Member, 2007)

3. Community Service/Agency Involvement (20 points)

- Please list ALL involvement in the appropriate categories to the extent the nominee has served his/her community or agency/employer. Include specific offices, committees, special awards, etc. and the dates served to receive the greatest possible points in this section. **Maximum length: narrative/information must not exceed 1 typed page.**
- **Local/Community Service and/or Outstanding Service to Employer:**
(Examples: # of years served with employer/agency; Chair, Community-Wide Planning Task Force, 2001; State Performance Management Institute graduate, 2003;etc.)

4. Other State/National Professional organization service relating to parks, conservation and recreation (10 points) (Examples: Member, Governor's Council on Physical Fitness and Health, 1998-2004; State board member, The Nature Conservancy, 2003-2007; member, TDEC's Tennessee Recreation Advisory Committee, 2004-2008; Tennessee Municipal League board, 2007; etc.)

- Please list ALL involvement outside of TRPA and NPRA. Include specific offices, committees, extraordinary leadership examples, etc., and the dates served to receive the greatest possible points in this section. **Maximum length: narrative/information must not exceed 1 typed page.**

5. Related Field Activities/Awards (10 points)

- Please list ALL other related involvement in which the nominee has impacted the field of parks, recreation and conservation. Include specific conferences where they presented a session, committees served, articles published, awards received, etc. and the dates to receive the greatest possible points in this

section. *Maximum length: narrative/information must not exceed 1 typed page.*

- (Examples: Certified Parks and Recreation Professional, 1985-present; TRPA Distinguished Young Professional Award, 2004; President, Tennessee State Senior Olympics, 1989-1995; TRPA Conference speaker in Gatlinburg, 2007; Parks and Recreation Trends article, TRPA Magazine, 1st Qtr, 2004; etc.)

6. Professional currently working in the field of parks, conservation, or recreation (7 points)

7. Professional currently working outside the field of parks, conservation, or recreation (must have at least 10 years' experience in the field) (5 points)

8. Retiree from the field of parks, conservation, or recreation (3 points)

9. Other Pertinent Activities/Information (5 points):

- You may **submit up to three (3) one-page letter(s)** of reference/achievement addressing one or more of the nine (9) award criteria. Examples may be letter(s) from a professional peer(s), supervisor(s), direct report(s), community leader(s), elected or appointed officials(s), board/commission members(s), or representative(s) of partner organization(s).
 - Record of outstanding professional service and a history of engagement to the delivery of park and recreation services or programs throughout their career
 - Service to TRPA through state, district or section activities and / or other professional and community organizations
 - Response to a significant challenge in their community and their innovative, responsive and proactive approach in developing solutions to the challenge
 - Leadership achievement(s): communicating a vision to others inside or outside his/her organization; setting direction; executive decision-making aligned with organization's values, vision, and mission; and being viewed as a change agent within the community, region, or area
 - Achievement in developing and implementing strategic change initiatives to produce desired change in capacity building, strengthening community leadership, or enhancing the planning process
 - Experience in developing cooperative ventures, partnerships, alliances, collaborations or coalitions based on common goals that maximize resources for the long-term goals of the organization
 - Demonstration of innovations and forward-thinking solutions that align their organization or TRPA for a successful future
 - Demonstration of promoting the success of the profession through developing and mentoring young professionals, succession planning or training

10. PHOTOS - Two (2) to three (3) high resolution photos of the nominee shall be included.