

IASFAA Awards Committee Calendar

January

- Committee meeting to prepare for spring conference
- Contact Electronic Services Committee to activate nomination forms (*allow 2 weeks*)
- Send message on listserv to solicit nominations (*end of month*)

February

- Awards committee member sends email to all directors to solicit nominations for the John E. Moore award
- Send reminders on listserv

March

- Select recipients
- Check registration to see if recipients are attending the conference
- Order plaques (*allow 2-3 weeks*)

April

- Prepare presentation for conference
- Mail awards for recipients not present
- Write article for IASFAA blog
- Contact electronic services to deactivate nomination forms and update Past Recipients and Fact Book on IASFAA website

May

June

- Exec. Council Summer Retreat

IASFAA Awards Committee Calendar

July

- Email potential and previous committee members
- Submit budget to President

August

September

- Committee meeting to prepare for fall conference
- Contact Electronic Services Committee to activate nomination forms (*allow 2 weeks*)
- Send message on listserv to solicit nominations (approximately week 2)

October

- Request names of retirees from membership
- Purchase gifts for retirees
- Check membership data base for years of service and create certificates
- Select recipients (week 1)
- Check registration to see if recipients are attending the conference
Order plaques (*allow 2-3 weeks*)
- Prepare presentation for conference

November

- Mail awards for recipients not present
- Write article for IASFAA blog
- Contact electronic services to deactivate nomination forms and update Past Recipients and Fact Book on IASFAA website

December