



The Georgia Chapter of NIGP (GANIGP) 2013 Outstanding Service Award Application

You know who he or she is...the person who always is providing service to our chapter.

He or she may be the first person you ever met who welcomed you to GANIGP or he or she might be the member you sat next to at an NIGP class who explained how best to go through the UPPCC process. Maybe he or she is the member who served with you on the Expo committee or the Awards, Scholarships and Grants committee or the Conference, Program and Education committee. Or maybe it was someone with whom you helped set up the hospitality suite at a GANIGP conference. These people are our wonderful chapter members who unselfishly give of their time, energy, and even often personal finances to help others and to advance the chapter.

Now is the time to recognize them by participating in the Outstanding Service Award nomination process..

Please take a moment to nominate the “**Outstanding Server**” you know. Complete the attached nomination form and submit it to Nancy Harrison, Chair GANIGP Awards, Scholarships and Grants Committee. The application must be submitted in electronic format using email by no later than 5:00 pm. Friday November 15, 2013 to: email address:

awardsandgrants@ganigp.org

Nominations are confidential. Recipients will be notified at the 2013 GANIGP Awards Ceremony. Note that a member who applies for the 2013 GANIGP Buyer of the Year or 2013 GANIGP Manager of the Year or a 2013 GANIGP Scholarship and is also nominated for the 2013 Outstanding Service Award will not receive an award AND a scholarship in 2013.

REQUIREMENTS:

The nominee must have attended two GANIGP chapter business meetings held within the time period of December 1, 2012 through October 31, 2013. Attendance at chapter committee meetings or the GANIGP Expo will not substitute for the chapter business meeting requirement.

The nominee must be a current, 2013 GANIGP member in good standing. Being a member in good standing includes having fulfilled the responsibility of submitting any grant-related documentation if applicable and their dues and/or fees are current. In addition, the nominee must have served **GANIGP as an officer, committee chair, or committee member in the time period from December 1, 2011 through November 1, 2013.**

The person doing the nominating must either be a current member of GANIGP in good standing and/or must work with the nominee in a professional capacity as a team-mate, co-worker, supervisor or manager. It is up to the person doing the nominating to determine whether or not to interview the nominee and/or others to decide if that is the best way to obtain information to best complete the application.

The applicant awarded the 2013 GANIGP Outstanding Service Award will receive:

2014 NIGP Forum Full Conference Registration Package (Early registration), which includes access to all educational sessions, plenary sessions, products expo and all meal events. Registration and travel arrangements will be made by the Chapter Treasurer with coordination from the awardee and will be completed as soon as airfare and room rates are available but no later than 30 days prior to the awardee's departure date.

CONDITONS FOR 2013 OUTSTANDING SERVICE AWARD

AWARD

The award is made to cover the approved expenses of the awardee only.

Awardees unable to attend the 2014 Forum should advise the GANIGP Executive Committee as soon as possible. If sufficient notice is received to prevent charges to the chapter or in sufficient time for the chapter to obtain refund(s), the Chapter will consider allowing awardees to use the award for the 2015 Forum. In the event that sufficient notice is not received, the chapter reserves the right to substitute another chapter member in awardees place to avoid loss of payments, etc.

AIRFARE

Round-trip Coach Airfare at the advanced purchase rate. All costs for changes to airfare travel plans are to be borne by the awardee.

MILEAGE

Mileage to be reimbursed at the Federal Mileage rate in effect at the time of award. Mileage reimbursement cannot exceed the cost for an advanced purchase coach airfare ticket. Mileage must be confirmed by mapping service such as MapQuest, etc.

TRANSPORTATION

Reimbursement for taxi or shuttle costs to and from Host Hotel only. Mileage will not be reimbursed for transportation within host city except as required by Forum activities.

HOTEL

In coordination with the awardee, reservations will be made by the Chapter at the Host Hotel early enough to take advantage of early registration/discount rates. Days covered for Hotel will only include those required for Forum functions. Costs for Pre and Post Forum days are to borne by recipient. Payment to Host Hotel will be from the Chapter's Master Account and **ALL** incentive points and awards granted by the Hotel are to be received by the Chapter. All incidentals charged to the room are to be borne by the awardee.

Awardees that choose to stay at a facility other than the Host Hotel will be reimbursed, after the Forum, based on receipts provided for the actual Hotel expenses paid. Such expense shall not be reimbursed at a rate that exceeds the early/discount registration rate of the Host Hotel.

PER DIEM

Per Diem will be awarded at the Federal rate in effect at the time of award and will only cover meals not provided in the Forum Package. Except for travel days, coverage for per diem will only include those days required for Forum functions. Costs for Pre and Post Forum days are to be borne by recipient.

HARDSHIP

In the event that reimbursement for travel to and from the Host Hotel or mileage presents a hardship to the awardee, the Chapter will consider awardees request for pre-payment of mileage. Requests for pre-payment of non-Host Hotel expenses will not be made.

Proper receipts and documentation are to be presented to the Chapter Treasurer for reimbursement no later than 30 days following the event. Failure to submit the proper information in a timely manner could be considered as cause for reimbursement denial.

Please complete the section below by providing the information requested and complete the application which follows. The Awards, Scholarships and Grants Committee will score the completed application by assigning points to each section for which a response has been included.

Name of Nominee: _____

Governmental entity: _____

Position within the governmental entity: _____

Work Address: _____

E-Mail: _____ Best Daytime Telephone # _____

Officer, committee chair and/or committee member position (s) held during time period designated:

GANIGP Membership information (if known): _____

Name of Nominator: _____

Governmental entity: _____

Position within the governmental entity: _____

Work address: _____

Email: _____ Best Daytime Telephone #: _____

Relationship to nominee: _____

How long have you known the nominee: _____

GANIGP Membership information (if applicable): _____

References that support the nomination (minimum of 1 is required): *Note: References will be contacted*

Name: _____

E-Mail: _____ Best Daytime Telephone # _____

Name: _____

E-Mail: _____ Best Daytime Telephone # _____



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*If additional space is needed, attach sheet(s) – note all attachments must show number as listed being responded to
You are not required to enter information in each section below*

Name of Nominee: _____

1. Ways nominee has given unselfishly of time and energy to promote the activities of GANIGP in the time period December 1, 2011 through November 1, 2013. What was accomplished by the nominee? What was done that was new or innovative? How was the nominee's use of time and energy demonstrated?

2. Ways nominee has promoted GANIGP chapter membership or recruited members :

3. Ways nominee has promoted or demonstrated professionalism or leadership in GANIGP.

4. Ways nominee has promoted or demonstrated professionalism or leadership in NIGP or within his/her local governmental entity.

5. Officer or committee chair positions held by the nominee during the time period indicated.

6. Committee positions held by the nominee during the time period indicated. If possible include specific duties or tasks performed or accomplished.

7. Volunteer activities and/or presentations provided at GANIGP conferences or GANIGP Expo.

8. Volunteer activities, presentations, or other services provided to NIGP, other governmental entities or non-profit associations.

Signature of person nominating: _____

Date of submission of application: _____

Please forward your nomination to:

Nancy Harrison, GANIGP Awards, Scholarships and Grants Committee Chair

E-Mail: awardsandgrants@ganigp.org

Questions? E-mail: awardsandgrants@ganigp.org

Due date: 5 pm Friday, November 15, 2013