

# Volunteer Recognition

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The volunteer recognition policy exists to standardize the awards which are given to volunteers to create consistency, increase awareness of the awards, and increase prestige by ensuring a strong brand for the awards.

## Policy Details

### Award Criteria

The HBA has provided a menu of six awards that may be used to recognize volunteers. Detailed criteria for each award can be found in our [Volunteer Awards Guide](#).

The available awards are:

- LEAD award: An annual award, board-nominated, for excellence in leadership. Highest level award.
- Legacy award: An annual award, board-nominated, for outstanding contributions over a period of 5+ years.
- Marie Curie award: Awarded annually as needed, board-nominated, for outstanding innovation.
- Everest award: Awarded annually as needed, board-nominated, for significant accomplishment in the face of challenges.
- Honored Volunteer award: A monthly or quarterly award, board-nominated, for recent outstanding volunteer service.
- Spark award: An ongoing peer-to-peer recognition.

### Associated rewards

The HBA Volunteer Recognition Awards deck spells out what recipients of each award may receive. These rewards are to be administered by the chapter, region, or affinity group giving the award. A certificate template is available in the volunteer resource center.

### Nomination and Communication

The volunteer recognition committee manages the nomination process for all awards. There are three templates available in the HBA volunteer Survey monkey account, which must be used to collect nominations for each award- detailed instructions for using the templates is available in the document titled "How to create chapter nomination collectors" in the Leader Library.

Communication of awards must be planned in conjunction with the chapter or regional marketing and communications team.

In-person recognition of award winners must be planned in conjunction with the chapter or regional programming team.

### Compliance Tracking

HBA Central staff will work with the Membership Experience Presidents and Affinity Group leaders to monitor and track compliance with the HBA's policies and procedures.

If these policies are violated, the regional team will work with the region, chapter, or affinity group to immediately address and correct the situation.

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