

Award Process at-a-glance

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Call for nominations

- If you do not have one already, set up your Award Nominator Survey on your preferred free survey platform. You may find the need to set up two nominators: one for regular year-round recognition use (Honored Volunteer and Spark Awards) and one for Annual Awards (LEAD, Legacy, Marie Curie, and Everest Awards).
- Send a call for nominations to those in the “who can nominate” column for the award(s) in question.
- On the nominations due date, submit nominations to those in the “who decides on a winner” column for the award(s) in question.

Judging process

- The group/individual deciding on a winner can meet to discuss the nominations and select a winner. If there is no consensus through discussion, a simple majority vote should be used to determine the winner.
- The judging group lets the chapter/regional volunteer recognition lead/individual coordinating the awards know who the winner(s) are.

Communication/reward

- Notify the winner of their award.
- Determine if the winner would like the HBA to send a letter to their boss announcing the award.
- Post the winner announcement in the HBA Community on your chapter/regional page.
- Work with local marketing leader to have award announced on social media.
- Work with local event leader to have award announced at an upcoming event.
- **Finally, submit the winner for a digital badge** . The winner will be notified via email, so be sure to notify winner/announce first!

**Templates for letter and certificate can be found here.*
