CGA Awards Program

Guidelines and Nomination Forms

Updated February 5, 2018
I. Awards Committee

Membership

The Awards Committee of the APLU Council on Governmental Affairs (CGA) is comprised of the current elected Chair of the CGA and all former elected Chairs of the CGA, excluding former CGA Chairs who are no longer eligible for CGA membership. The CGA elected Chair should reconstitute the committee at the beginning of each year by polling all former elected Chairs to confirm their willingness to serve on the committee.

Chair

The Awards Committee will be chaired by the immediate past elected Chair of the CGA. If that person is unable or unwilling to serve as Committee Chair, the Awards Committee will elect a Chair from within its membership.

Meetings

The Awards Committee will meet at least twice each year, during the CGA Winter Meeting and the CGA Summer Meeting, and at other times subject to the call of the Committee Chair.

Responsibilities

The Awards Committee is charged with the following responsibilities:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implement the annual CGA Awards Program, utilizing assistance available from</td>
<td>Annual cycle, January – November</td>
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<tr>
<td>the APLU staff.</td>
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<tr>
<td>2. Review and update the annual CGA Awards Program guidelines, including the</td>
<td>January – February</td>
</tr>
<tr>
<td>following information for each award:</td>
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</tr>
<tr>
<td>• Name of award</td>
<td></td>
</tr>
<tr>
<td>• What the award is for</td>
<td></td>
</tr>
<tr>
<td>• Selection criteria</td>
<td></td>
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<tr>
<td>• Nominations process</td>
<td></td>
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<tr>
<td>• Selection process</td>
<td></td>
</tr>
<tr>
<td>• Number and frequency of awards</td>
<td></td>
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<tr>
<td>• When awarded</td>
<td></td>
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<tr>
<td>• Type of award (what is given for the award) (To be determined annually by</td>
<td></td>
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<tr>
<td>the Awards Committee in consultation with the APLU staff, taking into</td>
<td></td>
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<td>account the suggestions noted in this document.)</td>
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<tr>
<td>3. Obtain approval of the CGA Executive Committee and the CGA membership for</td>
<td>March CGA Winter Meeting</td>
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<tr>
<td>any of the following changes:</td>
<td></td>
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<tr>
<td>• The addition or deletion of any awards</td>
<td></td>
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<tr>
<td>• The change in name of any of the awards</td>
<td></td>
</tr>
<tr>
<td>• What the award is for</td>
<td></td>
</tr>
<tr>
<td>4. Solicit nominations annually for each of the awards.</td>
<td>Nominations accepted on a rolling basis</td>
</tr>
<tr>
<td>5. Evaluate nominations and select awardees based on the selection criteria</td>
<td>With sufficient time before a CGA meeting or</td>
</tr>
<tr>
<td>and selection process specified for each award. Obtain input and assistance</td>
<td>APLU Annual Meeting.</td>
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<tr>
<td>from the APLU staff. When an Awards Committee member is nominated for an</td>
<td></td>
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<tr>
<td>award, that person will be excluded from participation in the evaluation</td>
<td></td>
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<tr>
<td>and selection process for that award.</td>
<td></td>
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<tr>
<td>6. Work with the APLU staff in the selection of items to be purchased for</td>
<td>With sufficient time before a CGA meeting or</td>
</tr>
<tr>
<td>awards and associated award presentation ceremonies.</td>
<td>APLU Annual Meeting.</td>
</tr>
<tr>
<td>7. Work with the elected CGA Chair, Summer Meeting Chair, and Annual Meeting</td>
<td>Present awards at the CGA Summer Meeting (August) and APLU Annual Meeting (November) as noted in the guidelines for each award, or when otherwise determined appropriate.</td>
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<tr>
<td>Chair to develop appropriate award presentation ceremonies.</td>
<td></td>
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</tbody>
</table>
II. Awards

Category 1: Memorial Lectureships
(Nominations from the membership are not needed.)

<table>
<thead>
<tr>
<th>Name of Memorial Lectureship</th>
<th>Betty Colden Memorial Lectureship</th>
</tr>
</thead>
<tbody>
<tr>
<td>For what</td>
<td>In honor of the late Betty Colden of Michigan State University and Wayne State University, who made significant, compassionate contributions to the CGA, APLU and the profession of governmental relations.</td>
</tr>
</tbody>
</table>
| Selection criteria          | • A national leader in congressional or governmental relations.  
                              • Availability to speak at the CGA Summer Meeting.  
                              • Topic related to the theme “Government Relations in a University Setting” |
| Selection process           | Selected by the Awards Committee. |
| # selections & frequency    | As determined appropriate by the Awards Committee, in Betty Colden’s honor. |
| When presented              | As determined appropriate by the Awards Committee. |
| Type of award               | The introduction of the speaker should memorialize Betty Colden for her contributions to the CGA. Letter of recognition to memorialize the recipient. List of recipients to be kept in program. |
Category 2: Member Excellence Awards
(Nominations from the membership are needed.)

<table>
<thead>
<tr>
<th>Name of award</th>
<th>Carolyn Cross Distinguished Service Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>For what</td>
<td>For distinguished service and contributions to the CGA as an organization, as exemplified by the career of the late Carolyn Cross.</td>
</tr>
</tbody>
</table>
| Selection criteria | • Current or former member of the CGA.  
• Individuals may receive more than one such award over time.  
• Outstanding contributions to CGA and its functions and operations, through such things as:  
  – Leadership within the CGA and/or APLU.  
  – Instigation of improvement in CGA and/or APLU operations.  
  – Improvement in CGA and/or APLU organizational structure.  
  – Ongoing, accurate documentation of CGA and/or APLU decisions, policies and procedures.  
  – Cultivation and encouragement of new CGA members.  
  – Promotion of professional development within the CGA. |
| Nominations Process | • CGA members submit written nominations, including self-nominations/applications.  
• Support letters encouraged.  
• CGA staff receives and organizes the written nominations. |
| Selection process | • Awards Committee and the CGA staff evaluate and discuss the nominations.  
• Selection by the Awards Committee. |
| # awards & frequency | As determined appropriate by the Awards Committee. |
| When awarded | As determined appropriate by the Awards Committee. |
| Type of award | Certificate suitable for framing, plaque or other form of recognition, as determined appropriate by the Awards Committee. |

<table>
<thead>
<tr>
<th>Name of award</th>
<th>Jennifer Poulakidas Outstanding Achievement Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>For what</td>
<td>For outstanding, specific contributions to, and achievements in, university governmental relations.</td>
</tr>
</tbody>
</table>
| Selection criteria | • Current or former member of the CGA.  
• Unique and substantial accomplishments in helping to resolve university governmental relations issues (involving legislation, regulations, etc.) that were important to APLU member institutions. |
| Nominations Process | • CGA members submit written nominations, including self-nominations/applications.  
• Support letters strongly encouraged.  
• CGA staff receives and organizes the written nominations. |
| Selection process | • Awards Committee and CGA staff will evaluate and discuss the nominations.  
• Selection by the Awards Committee. |
<p>| # awards &amp; frequency | As determined appropriate by the Awards Committee. |
| When awarded | As determined appropriate by Awards Committee. |
| Type of award | Certificate suitable for framing, plaque or other form of recognition, as determined appropriate by the Awards Committee. |</p>
<table>
<thead>
<tr>
<th>Name of award</th>
<th>Career Excellence Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>For what</td>
<td>For outstanding contributions to the CGA, the governmental affairs profession and the higher education community over a lengthy career largely dedicated to university governmental relations.</td>
</tr>
</tbody>
</table>
| Selection criteria | - *Current or former member of the CGA.*  
- Outstanding expertise in university governmental relations.  
  - Knowledge of congressional procedures, policies, agendas and/or people.  
  - Knowledge of federal agency programs, policies, procedures, and/or people.  
- Sustained, outstanding leadership in university governmental relations.  
  - Sustained, outstanding leadership within (and contributions to) the CGA.  
  - Leadership within APLU beyond the CGA.  
  - Leadership beyond APLU in the field of university government relations.  
- Unique and substantial accomplishments in helping to resolve university governmental relations issues *over a sustained period of time.* |
| Nominations Process |  
- CGA members submit written nominations, including self-nominations/applications.  
- Support letters *required.*  
- CGA staff receives and organizes the written nominations. |
| Selection process |  
- Awards Committee and CGA staff will evaluate and discuss the nominations.  
- Selection by the Awards Committee. |
| # awards & frequency | Awarded when determined appropriate by the Awards Committee. |
| When awarded | As deemed appropriate by Awards Committee. |
| Type of award | Certificate suitable for framing, plaque or other form of recognition, as determined appropriate by the Awards Committee |

<table>
<thead>
<tr>
<th>Name of award</th>
<th>Emerging Leader Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>For what</td>
<td>For newer members of the CGA who have demonstrated early leadership and involvement within the CGA and/or have made an effective and exceptional contribution to the field of public university governmental relations.</td>
</tr>
<tr>
<td>Selection criteria</td>
<td></td>
</tr>
</tbody>
</table>
- *Current member of the CGA in her/his first five years in university governmental relations.*  
- Significant and outstanding accomplishment(s) in advocacy pertaining to federal policy of importance to APLU member institutions.  
- and/or  
- Exceptional participation within the Council on Governmental Affairs, including in volunteer positions of leadership in the CGA. |
| Nominations Process |  
- Written nominations.  
- CGA staff receives and organizes the written nominations. |
| Selection process |  
- Awards Committee and CGA staff will evaluate and discuss the nominations.  
- Selection by the Awards Committee. |
| # awards & frequency | As determined appropriate by the Awards Committee. |
| When awarded | As determined appropriate by Awards Committee. |
| Type of award | Plaque and ceremony. |
### Exemplary Public Servant Award

**For what**
For outstanding contributions to state universities and land-grant colleges.

**Selection criteria**
- *Current or former congressional staff or agency employee.*
- Outstanding public service to state universities and land-grant colleges.
- Availability for acceptance of the award in person at the necessary date and time.

**Nominations Process**
- Written nominations
- CGA staff receives and organizes the written nominations.

**Selection process**
- Awards Committee and the CGA staff will evaluate the nominations.
- The group will ascertain availability of top nominees for receiving such an award.
- The highest ranked potential awardee that is available will be selected.

**# awards & frequency**
As determined appropriate by the Awards Committee.

**When awarded**
As determined appropriate by Awards Committee.

**Type of award**
Plaque and ceremony.

### Exemplary University President in Governmental Relations Award

**For what**
For excellence in university government relations at the federal level on behalf of state universities and land-grant colleges.

**Selection criteria**
- *Current APLU university president.*
- Excellence in university government relations at the federal level on behalf of state universities and land-grant colleges.
- Availability for acceptance of the award in person at the necessary date and time.

**Nominations Process**
- Written nominations
- CGA staff receives and organizes the written nominations.

**Selection process**
- Awards Committee, the appropriate CGA event committee, and the CGA staff will evaluate the nominations and rank them in order of preference.
- The group will ascertain availability of top nominees for receiving such an award.
- The highest ranked potential awardee that is available will be selected.

**# awards & frequency**
1 or more per year, as determined appropriate by the Awards Committee.

**When awarded**
At the APLU Annual Meeting, either before the full APLU assembly or during a meeting of the Presidents’ Council, or at meeting of the CGA, as determined appropriate by the Awards Committee.

**Type of award**
Plaque and ceremony.

### Exemplary Member of Congress Award

**For what**
For outstanding contributions to state universities and land-grant colleges.

**Selection criteria**
- *Current or former Member of Congress.*
- Outstanding public service and outstanding contributions to state universities and land-grant colleges.
- Availability for acceptance of the award in person at the necessary date and time.

**Nominations Process**
- Written nominations
- CGA staff receives and organizes the written nominations.

**Selection process**
- Awards Committee and the CGA staff will evaluate the nominations.
- The highest ranked potential awardee that is available will be selected.

**# awards & frequency**
As determined appropriate by the Awards Committee.

**When awarded**
As determined appropriate by the Awards Committee.

**Type of award**
Plaque and ceremony.
CGA Member Excellence Awards
Nomination Form

Procedure:
Please read carefully the criteria for each award as outlined in the CGA Awards Program Guidelines. Complete this nomination form and send it with all supporting materials to Yvonne Darpoh electronically at ydarpoh@aplu.org or by mail to APLU, 1307 New York Avenue, N.W., Suite 400, Washington, DC 20005-4722 or by fax 202-478-6046. If you have questions, please contact APLU Staff or the CGA Awards Committee Chair. Entries must be received by the required deadline.

This is a nomination for the following CGA Award: (highlight or otherwise indicate which one)
- Carolyn Cross Distinguished Service Award
- Outstanding Achievement Award
- Lifetime Achievement Award

Nominee: Name: ____________________________

Title: _____________________________________________________________________________

Organization: _____________________________________________________________________

Address: __________________________________________________________________________

Phone: ____________________________  Fax: ____________________________

E-mail: ______________________________

Nominated By: Name: ____________________________

Title: _____________________________________________________________________________

Organization: _____________________________________________________________________

Address: __________________________________________________________________________

Phone: ____________________________  Fax: ____________________________

E-mail: ______________________________

Attached Information: I have attached _____ pages of information supporting the above nominee for this award.

Signature: ____________________________
CGA External Excellence Awards
Nomination Form

Procedure:
Please read carefully the criteria for each award as outlined in the CGA Awards Program Guidelines. Complete this nomination form and send it with all supporting materials to Yvonne Darpoh electronically at ydarpoh@aplu.org or by mail to APLU, 1307 New York Avenue, N.W., Suite 400, Washington, DC 20005-4722 or by fax 202-478-6046. If you have questions, please contact APLU Staff or the CGA Awards Committee Chair. Entries must be received by the required deadline.

This is a nomination for the following CGA Award: (highlight or otherwise indicated which one)
• Exemplary Public Servant Award
• Exemplary University President in Governmental Relations Award
• Exemplary Member of Congress Award

Nominee: Name:
Title:
Organization:
Address:
Phone: __________________________ Fax: __________________________
E-mail: __________________________

Nominated By: Name:
Title:
Organization:
Address:
Phone: __________________________ Fax: __________________________
E-mail: __________________________

Attached Information: I have attached _____ pages of information supporting the above nominee for this award.

Signature: __________________________