



TENNESSEE SOCIETY OF ASSOCIATION EXECUTIVES

P.O. Box 150344  
Nashville, TN 37215

615/298-5944  
Fax: 615/369-8098  
www.tnsae.org

**AWARDS OF EXCELLENCE ENTRY FORM**

*Please type or print*

ASSOCIATION NAME \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

I hereby enter the TSAE Awards of Excellence competition in the following category.

- Association Program Excellence Awards** (*see Part A*)
  - Membership recruitment or retention program
  - Web Site
  - Membership Directories
  - Newsletter
  - Magazine/Journal
  - Annual Meeting, Conference or Trade Show Package
  - Single Seminar Program
  - Coordinated Series of Seminars
  - Volunteer Recruitment
  - Special Event
  - Other (does not fit into categories above)
- Associations Advance Tennessee** (*see Part B*)
- Associate Member of the Year** (*see Part C*)
- Association Executive of the Year** (*see Part D*)

**Enter**

This form must accompany each entry. All entries must be **received in the TSAE office by August 1, 2011:**

TSAE  
2010 Awards of Excellence  
P. O. Box 150344  
Nashville, TN 37210

**Questions?**

Contact TSAE at 615/298-5944 or bhilt@tnsae.org

\_\_\_\_\_  
SIGNATURE (MUST BE SIGNED BY A TSAE MEMBER) DATE



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**AWARDS OF EXCELLENCE ENTRY FORM**

*Part A—Association Program Excellence Awards*

1. Official title of entry (include web site URL, if applicable).
2. When was this project/service implemented? Beginning date(s)? Ending date(s)?
3. What is your association's overall annual budget? (Under \$500,000 or over \$500,000)
4. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
5. Needs Assessment
  - a. How was the need for this program/service identified?
  - b. How does this program/service address this need?
6. Logistics and Production
  - a. How was the program delivered to the target audience?
  - b. Provide details describing promotional materials and methods.
7. Budgeting and Finance
  - a. What were the financial goals?
  - b. Were the financial goals met?
8. Evaluation
  - a. What method(s) were used to evaluate the success of this program/service?
  - b. Provide evaluation summaries.

**Rules and Entry Preparation**

1. Nominee Entry Form Part A responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
  - a. Provide one (1) original entry and twelve (12) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
  - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to info@tnsae.org:
  - a. A MS Word document with one (1) original entry of the data form responses.
  - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials.
5. All entries become the property of TSAE and will not be returned.
6. Previous nominees that have not won an award may be re-nominated. A new data form must be submitted.
7. Do not resubmit an entry in the same category in which you previously won an award.
8. Entries must have been implemented—or the majority of the planning and preparation occurred—during 2009.
9. Entry forms must be received by 5 p.m. on August 1, 2015. No extensions will be given.

**Judging Criteria**

1. The TSAE Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the TSAE Awards Luncheon on August 31.

*Nominees are required to register for the awards luncheon.*



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*Typical areas of activity  
recognized through this  
awards category:*

*Public Education  
and Information*

*Civic and Community  
Volunteer Activities*

*Skills Training  
and Professional  
Development*

*Ethical, Technical, or  
Professional Standards*

*Economic Development*

*Business and  
Social Innovation*

*Information and  
Knowledge Creation*

*Citizenship and  
Enhancing Democracy*

**AWARDS OF EXCELLENCE ENTRY FORM**

*Part B—Associations Advance Tennessee Award*

1. Official name of the program/service:
2. What is your association's overall annual budget? (Under \$500,000 or over \$500,000)
3. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
4. What were the activity's goals/objectives and how were they reached?
5. Describe the measurable success (outcomes) of the program and its benefits to the citizens of Tennessee.

**Rules and Entry Preparation**

1. Nominee Entry Form Part B responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
  - a. Provide one (1) original entry and twelve (12) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
  - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to info@tnsae.org:
  - a. A MS Word document with one (1) original entry of the data form responses.
  - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials.
5. All entries become the property of TSAE and will not be returned.
6. Previous nominees that have not won an award may be re-nominated. A new data form must be submitted.
7. Do not resubmit an entry in the same category in which you previously won an award.
8. Entries must have been implemented—or the majority of the planning and preparation occurred—during 2010.
9. Entry forms must be received by 5 p.m. on August 1, 2011. No extensions will be given.

**Judging Criteria**

1. The TSAE Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the TSAE Awards Luncheon.

***Nominees are required to register for the awards luncheon.***



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**AWARDS OF EXCELLENCE ENTRY FORM**

*Part C—Associate Member of the Year Award*

1. Nominee's name, and nominator's name (if not self-nominated).
2. List nominee's contributions to TSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (45 points)
3. Provide the following information. (20 points)
  - a. Number of years as provider of products/services to associations.
  - b. Number of years with current employer.
  - c. Number of years as a TSAE Associate member.
4. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.). List memberships, describe achievements, include positions held, honors received, etc. (20 points)
5. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
6. Does nominee hold a professional designation such as CHSE, CMP, CHSP? (5 points)

**Rules and Entry Preparation**

1. Nominee Entry Form Part C responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
  - a. Provide one (1) original entry and twelve (12) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
  - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to info@tnsae.org:
  - a. A MS Word document with one (1) original entry of the data form responses.
  - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials that can be scanned. Other supporting material may be sent as noted above.
5. All entries become the property of TSAE and will not be returned.
6. Entry forms must be received by 5 p.m. on June 15, 2010. No extensions will be given.

**Judging Criteria**

1. The TSAE Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the TSAE Awards Luncheon.  
*Nominees are required to register for the awards luncheon.*



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**AWARDS OF EXCELLENCE ENTRY FORM**

*Part D—Association Executive of the Year Award*

1. Nominee's name, and nominator's name (if not self-nominated).
2. List nominee's achievements during their association management career. Describe programs and activities that they have implemented that have enhanced the overall effectiveness and development of their employing association(s) and the field of association management as a whole. (45 points)
3. List nominee's contributions to TSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (20 points)
4. Provide the following information. (10 points)
  - a. Number of years in association management.
  - b. Number of years with current association.
  - c. Number of years as a TSAE Regular member.
5. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.) List memberships, describe achievements, include positions held, honors received, etc. (10 points)
6. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
7. Is nominee a Certified Association Executive? (5 points)

**Rules and Entry Preparation**

1. Nominee Entry Form Part D responses must be typed in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
  - a. Provide one (1) original entry and twelve (12) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
  - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.

If submitting an electronic copy of the entry, send the following to info@tnsae.org:

- a. A MS Word document with one (1) original entry of the data form responses.
  - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials that can be scanned. Other supporting material may be sent as noted above.
5. All entries become the property of TSAE and will not be returned.
  6. Entry forms must be received by 5 p.m. on June 15, 2010. No extensions will be given.

**Judging Criteria**

1. The TSAE Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the TSAE Awards Luncheon.

*Nominees are required to register for the awards luncheon.*