

# Labor and Employment Relations Association Nomination Form for Chapter Merit Award

Name of Nominated Chapter: \_\_\_\_\_

Nominated by: \_\_\_\_\_ Chapter: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Criteria for Nomination

Check all that apply to the program/membership year. This form may be reproduced as needed. Chapters may self-nominate.  
*Supporting material must be attached for review by the Chapter Award Committee.*

### DEADLINE FOR SUBMISSION: OCTOBER 15

\_\_\_ **Chapter Turnaround or Startup/New Chapter** (*membership growth/development; consistent meetings*)

Supporting information: \_\_\_\_\_

\_\_\_ **Outstanding Programming** (*quality and variety in speakers, inclusion of all constituencies, consistent meetings*)

\_\_\_ Co-sponsorship of meetings/conferences \_\_\_ Other: \_\_\_\_\_

Supporting information: \_\_\_\_\_

\_\_\_ **Member Innovation**

\_\_\_ Student program

\_\_\_ Creative recruitment

\_\_\_ Chapter membership growth

\_\_\_ Constituency development

\_\_\_ Other: \_\_\_\_\_

Supporting information: \_\_\_\_\_

\_\_\_ **Community Involvement** (*must attach supporting material, such as acknowledgement letter, or receipts*)

\_\_\_ Promotion of scholarship or research \_\_\_ Other: \_\_\_\_\_

Supporting information: \_\_\_\_\_

\_\_\_ **Chapters Helping Chapters** (*start-up/mentoring, financial assistance, co-sponsorships*)

Supporting information: \_\_\_\_\_

\_\_\_ **Consistent Chapter Excellence through**

\_\_\_ Active governance (administration)

\_\_\_ Strong programming over years

\_\_\_ Stability (strong secretariat)

\_\_\_ Diverse membership base

\_\_\_ Other: \_\_\_\_\_

Supporting information: \_\_\_\_\_

\_\_\_ **Chapter Communications**

\_\_\_ Brochure design

\_\_\_ Developed web site

\_\_\_ Maintains Newsletter

\_\_\_ Membership Directory

\_\_\_ Other: \_\_\_\_\_

Supporting information: \_\_\_\_\_

\_\_\_ **Chapter to National Relations and support thereof**

\_\_\_ Officers consistently are national members

\_\_\_ Encouragement of chapter/national member

\_\_\_ Continuing communication with National Office

\_\_\_ Support of National Meetings/programming

\_\_\_ Other: \_\_\_\_\_

Supporting information: \_\_\_\_\_

### DEADLINE FOR SUBMISSION: OCTOBER 15

Please return completed form and all supporting materials to: LERA Office, University of Illinois, 121 LER Bldg.,  
504 E. Armory Ave., Champaign, IL 61820 Ph: 217/333-0072 Fx: 217/265-5130; email: LERAoffice@illinois.edu

## **Labor and Employment Relations Association Chapter Awards Criteria**

### **Chapter Awards Levels**

Merit award: *Meets criteria in one merit award category during a chapter year.*

Outstanding Chapter: *Receives at least four (4) of the eight (8) merit award categories in a period of five (5) consecutive years.*

Chapter Star: *Receives at least six (6) of the eight (8) merit award categories in a period of five (5) consecutive years; thereafter they may accrue merit awards again starting at zero.*

### **Nominations**

Chapters may self-nominate OR be nominated by another chapter, NCAC committee through outreach discussion with chapters, or by staff at LERA Office.

### **Merit Award Categories**

1. *Chapter Turnaround or Chapter Startup*
2. *Outstanding Programming*—such as co-sponsorship of events or awards with other chapters or groups or overall programming excellence
3. *Member Innovation*—such as creative student program, outstanding growth, creative recruitment methods, constituency or membership development
4. *Community Involvement*—such as promotion of scholarship
5. *Chapters Helping Other Chapters*
6. *Consistent Chapter Excellence* through—a) active governance and administration, b) stability or strong secretariat, c) programming over the years, d) diverse membership base, or e) other
7. *Chapter Communications*—such as brochure design, web site, newsletters, membership directory, etc.
8. *Chapter to National Relations*—such as support of national meetings, communications, fees

***Each Merit Award category need not be awarded each year. There may be multiple awards given in a category.***

### **Process for publicity, nominations and awards**

- Announcement will appear in June and September e-Newsletters for program year.
- Nominations with substantiating information should be submitted by mid-October deadline.
- Chapters will be informed of the nomination, and if not self-nominated, additional information may be requested.
- The NCAC reviews nominations as sent out by the LERA Office. NCAC members should not nominate their home chapter; however, they may provide information on their home chapter during awards deliberations. It is recommended that the NCAC members recuse themselves from any vote on their home chapter awards.
- The NCAC makes recommendations to the Executive Board for confirmation.
- The award comes from the LERA.
- Merit awards (certificates) and Outstanding Chapter awards (plaques) will be presented at the annual NCAC/Chapter Representatives Meeting. Chapter Star awards (plaques) will be presented at the General Membership Meeting.
- Awards will be publicized in LERA e-Newsletter and on the LERA website. (Update listing in Chapter Awards files)