

**Labor and Employment Relations Association  
Nomination 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 \_\_\_ Chapter membership growth  
\_\_\_ Creative recruitment \_\_\_ 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) \_\_\_ Stability (strong secretariat)  
\_\_\_ Strong programming over years \_\_\_ Diverse membership base  
\_\_\_ Other: \_\_\_\_\_  
Supporting information: \_\_\_\_\_

\_\_\_ **Chapter Communications**  
\_\_\_ Brochure design \_\_\_ Maintains Newsletter  
\_\_\_ Developed web site \_\_\_ Membership Directory  
\_\_\_ Other: \_\_\_\_\_  
Supporting information: \_\_\_\_\_

\_\_\_ **Chapter to National Relations and support thereof**  
\_\_\_ Officers consistently are national members \_\_\_ Continuing communication with National Office  
\_\_\_ Encouragement of chapter/national member \_\_\_ Support of National Meetings/programming  
\_\_\_ Other: \_\_\_\_\_  
Supporting information: \_\_\_\_\_

**DEADLINE FOR SUBMISSION: OCTOBER 15**

Please return completed form and all supporting materials to: LERA National Office, University of Illinois, 121 LIR, 504 E. Armory Ave., Champaign, IL 61820. Tel: 217/333-0072; Fax: 217/265-5130; email: sprinkle@uiuc.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 of National Office.

### Merit Award Categories

1. Chapter Turnaround or 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 (administration), b) stability (strong secretariat), c) programming over the years, d) diverse membership base, e) other
7. Chapter Communications, such as brochure design, web site, newsletters, membership directory, etc.
8. Chapter to National Relations and Support, 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 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 National 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 National 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 Newsletter and on the LERA website. (Update listing in Chapter Awards files)